



Thrive Therapy

Together We Grow

Staff Handbook

Thrive Therapy

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Welcome to Thrive Therapy!

You must be intelligent, compassionate, reliable, and professional to have been hired to join our family! We only hire the best of the best! In fact, you are so brilliant that you recognized an innovative company that offers therapies and services that no local therapy center in Texas offers, and you thought, "I need to be a part of that!" Well, now you are, and we have high expectations for you to help us build this model and to watch you Thrive and grow with us!

With high expectations comes great responsibility. You now must ensure that every choice you make at Thrive Therapy is aligned with our mission, goals, vision, and ethical practices. You are a professional who will be providing pediatric therapies for parent's most prized possessions. It will not be easy, but you didn't come here for "easy". You like a challenge and you appreciate collaboration and working together, right? I hope so; because that is what Thrive is all about. Those two concepts were exactly why I opened Thrive Therapy, and they will be your foundation from this day forward! To work here, you must firmly believe that when therapists, teachers, and parents work together children truly do THRIVE.

It is also our job to give families peace of mind and make their lives a little easier. Thrive Therapy's core values are to collaborate, accommodate, provide superior service, and be honest, reliable, and trustworthy. Our vision is to change the lives of exceptional children with comprehensive, collaborative, and individualized programs that will be administered by YOU, a compassionate professional who loves to work with children.

I trust you, and now your goal is to earn the trust of the families that you work with, too. You have come this far; I trust you will not let us down. With that said, I encourage you to come to me if you ever have any comments, concerns, or questions in regards to Thrive Therapy or any of our staff. Professionalism is expected and is always rewarded! Feel free to call me or drop a note by my office, even if it is anonymous. My name is Charity Purcell. I am the owner and CEO of Thrive Therapy, and I welcome your feedback. So please do not hesitate.

Again, welcome to the Thrive Therapy family. I look forward to seeing the wonderful work that you do with these children. Remember, together we all grow!

Sincerely,



Charity Purcell

Introduction

This manual is designed to acquaint you with Thrive Therapy and provide information about working conditions, benefits and policies affecting your employment.

This information applies to all employees of Thrive Therapy. You are responsible for reading, understanding, and complying with the provisions of this manual. Please sign the Employment Agreement if you agree with the provisions. Our objective is to provide you with a work environment that is constructive to professional growth that will benefit and enhance the quality of life for the children and families we serve.

Mission:

Thrive Therapy is committed to providing collaborative pediatric therapy for children with autism spectrum disorders and/or other developmental delays in one convenient location.

Core Values:

Collaboration: Together Everyone Accomplishes More

Accommodation: Our Families' needs come first

Superior Service: Competent, Comprehensive Care

Ethical Practices: Honorable, Reliable, and Trustworthy

Vision:

Supporting children with autism spectrum disorders or related developmental delays and their families with collaborative, convenient, and comprehensive therapy helping them thrive in the world.

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General Administration

Thrive Therapy will display the following in a prominent place where staff, parents and others may review them:

- All professional licenses and certificates
- The most recent inspection or investigation of the center (if the notification has a requirement for posting)

The following are available upon request:

- A current copy of professional licenses and certificates
- The most recent fire, gas, and sanitation reports

Thrive Therapy will report suspected child abuse or neglect as required by Texas Family Code.

- The local and state law enforcement agencies and Child Protection Services of the Department of Human Resources.
- All employees are mandated to report any suspicion of child maltreatment and must immediately notify their supervisor who will contact the appropriate authorities.

Thrive Therapy shall ensure that any person who is indicted or the subject of an official criminal complaint accepted by a county or district attorney, or if a district attorney alleges he/she committed any of the offenses listed below they may not be at the center while the clients are in attendance and shall not have contact with the clients until the charges are resolved.

- A felony or misdemeanor are classified as an offense against the person or facility
- A felony or misdemeanor classified as public indecency
- A felony violation of any law intended to control possession or distribution of any substance included as a controlled substance in the Texas Controlled Substances Act

Ethical Considerations

Thrive Therapy follows the following guidelines related to ethical and professional standards:

- The Health Insurance Portability and Accountability Act (HIPAA)
- Behavior Analyst Certification Board Guidelines for Responsible Conduct (BACB)
- American Speech-Language-Hearing Association Code of Ethics (ASHA)
- American Occupational Therapy Association Code of Ethics (AOTA)
- Bill of Rights for the Developmentally Disabled

Employment Policies

Changes in Policies

This manual does not, in any way, constitute an offer, promise, or an agreement of employment, for a specific term or otherwise. All employees of Thrive Therapy are employed at-will and may be terminated or subject to other modifications of status or terms of employment or compensation at any time, with or without cause.

As our procedures are subject to change, we reserve the right to interpret, change, suspend or cancel, with or without notice, all or any part of our policies, procedures, and benefits at any time. Employees will be notified of any changes. If you are unclear about any policy or procedure, speak with your direct supervisor.

Employment Relationship

You enter into your employment voluntarily, and you are free to conclude its relationship with any employee at any time for any reason. Following the probationary period, employees are required to follow the Employment Termination Policy.

Definitions of Employee Status

Full Time

Non-temporary employees who are regularly scheduled thirty-five hours per week are considered full-time for benefits.

Part Time

Non-temporary employees who are regularly scheduled less than thirty-five hours per week are considered part-time for benefit purposes.

New Employee Orientation

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable and become informed about the company and prepared for their position. New employee orientation includes an overview of the company's history, an explanation of the company's core values, vision, and mission. In addition, the new employee will be given an overview of benefits, tax, legal issues, and complete any necessary paperwork. All employees will receive information to familiarize them with the population served and basics of behavior analysis.

Employees are presented with all procedures needed to navigate within the workplace. The new employee's supervisor will introduce the new employee to staff throughout the company, review the new employee's job description and scope of position, explain the company's performance and evaluation procedures, and help the new employee get started on specific job functions.

Probationary Period For New Employees

The probationary period for regular full-time and regular part-time employees is 90 days from date of hire. During this time employees have the opportunity to evaluate our company as a place to work and management has its first opportunity to evaluate the employee. Upon satisfactory completion of the probationary period, a 90-day review will be given.

Non-Discrimination

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Thrive Therapy will be used based on performance, experience, education, and the execution of all job duties. Thrive Therapy does not discriminate with respect to employment or employment policies or practices based on race, color, religion, sex, national origin, age or disability.

Thrive Therapy will make reasonable accommodations for qualified individuals with known disabilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in discrimination or discriminatory or offensive practices will be subject to disciplinary action, including termination of employment.

Harassment

Thrive Therapy is committed to providing a work environment that is free from discrimination and harassment. Discrimination or harassment in any form, of any manner, or to any extent, that concerns any person's race, color, religion, national origin, age, sex, disability, or family circumstance(s) will not be tolerated and is considered by the company to be sufficient grounds for immediate termination. In all instances where any person alleges any such discrimination or harassment by any employee, the employee's conduct will be considered from the perspective of the person against whom such discrimination or harassment was allegedly directed.

If you believe that you have been a victim of discrimination or harassment, or know if any other employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Non-Disclosure/Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and success of Thrive Therapy. Such confidential information includes, but is not limited to the following examples:

- Pay rates and compensation information
- Financial information
- Marketing strategies
- Client information
- Personnel/payroll records
- Contracts with insurance companies, vendors, independent contractors, etc.
- Proprietary Materials
 - Manuals
 - Training Materials
 - Programs and processes
 - Data collection systems

Non-Disclosure/Confidentiality (continued)

Employees must abide by all state and federal laws, rules and regulations and Thrive Therapy's policy on respecting confidentiality of an individual's records. Employees must also not divulge any information concerning any individual unauthorized person, without written consent of the employee, client, responsible parent, or guardian. An unauthorized person is anyone who is not a current owner, administration, supervisor, or employee of Thrive Therapy; provided however, that Thrive Therapy may, at its discretion, at any time, and from time to time, designate certain agents or representatives as authorized persons for specific purposes. An employee who is, at any time, unclear whether a certain person is authorized should ask his or her supervisor.

Employees who improperly use or disclose any confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Immigration Compliance

Thrive Therapy employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

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 a Form I-9 with Thrive Therapy within the past three years or if their previous Form I-9 is no longer retained or valid.

Operation Hours

Thrive Therapy is open for business from 8:00 a.m. - 6:00 p.m. Monday through Friday; however, employees' hours may exceed such business hours from time to time to accommodate services offered for in-home sessions throughout the week or weekend, staff trainings, parent meetings, marketing venues, staff meetings and extra-curricular center activities and functions. Extracurricular and therapy hours may be after 6:00 p.m.

Breaks

Full-time therapists are provided an unpaid 30 minute - 1-hour lunch break at a scheduled time. Full-time administrative and professional staff is given an unpaid 30 minute to 1-hour lunch break at no designated time. Therapists are provided an unpaid 30-minute lunch at a scheduled time. Scheduled breaks are subject to change with staffing/client needs.

Staff Children

Staff children who are not enrolled in Thrive Therapy may not be brought to Thrive Therapy without prior approval. If they are approved, they must abide by the same rules as all clients and be supervised at all times.

Employee Training

Supervisors will conduct employee training with full time and part time employees on an ongoing basis.

Training and meetings are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive purposeful approaches for meeting work-related goals. Together, employee and supervisor should discuss ways in which the employee can assume additional responsibilities, meet current goals, and at the same time, further benefit the center. The meetings are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

New employees will be reviewed at the end of their probationary periods. After the initial review, the employee will be reviewed according to the training guidelines.

Wages, salaries and changes are conditioned upon performance and a formal performance review. The review will be completed at least annually for therapists, professional staff, and administrative staff.

All employees are to be trained in CPR, first aid, as well as CPI. If Thrive Therapy arranges for these trainings and an employee is unable to attend, the employee will be responsible for the fee of the training. If the training was paid for in advance by Thrive Therapy, and the employee fails to attend, the cost of the training will be deducted from the employee's next paycheck.

Staff Owned Materials

Employees who bring privately owned computers/other technology used in Thrive Therapy environments are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the owner of the equipment. Any damage or theft to the equipment is the responsibility of the owner of the equipment. Thrive Therapy will not service or repair privately owned hardware or software. No internal components belonging to the Company shall be placed in any personal equipment, whether, as enhancements, upgrades or replacement.

Expense Reimbursement

Expenses incurred by an employee with prior written approval will be reimbursed. A reimbursement request must be submitted on a Reimbursement Request Form to the appropriate personnel to be processed like a business invoice, and reimbursement will be provided within 10 business days.

Cell phone and Internet Use

Please turn all cell phones on silent, or off, during center hours. Texting or making phone calls while with clients is prohibited and will not be tolerated. In some cases, use of a cell phone for reinforcement and/or time keeping is necessary. Prior approval from the BCBA or administrative staff is required before cell phone use is approved. Personal use of the Internet while at work and/or on company computers is prohibited except during the employee's lunch break. Certain types of sites are prohibited, such as those with pornography, vulgar language, and/or disturbing pictures, audio, or videos.

Social Media

At Thrive Therapy, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

- Maintain confidentiality of Thrive Therapy trade secrets and private or confidential information. Do not post internal reports, policies, procedures or other internal-business related confidential communications
- Do not post photos of any clients
- Do not “friend” parents or family members of current Thrive Therapy clients

No Gossip Policy

Gossip is a destructive force in our environment, and it can undermine productivity and morale. Gossip is defined in two ways: a) as any conversation about another in which you do not have firsthand knowledge and/or which you and the other party cannot affect the outcome, and b) the intentional discussion of another without the benefit of their presence.

Discussions and comments involving a co-worker or member are to be limited to their presence. The only exceptions are the occasion when an employee is being reviewed in a supervisory capacity or the information is being shared is of a completely positive nature.

Any concerns should be directed to the employee’s immediate supervisor, if the supervisor is unable to resolve the issue, it is then appropriate to reach out to the administrative staff (HR Administrator, Office Manager, or Owner). Thrive Therapy is committed to building a positive work environment. Failure to comply with this policy will result in immediate disciplinary action.

Animals

Animals on company property must be approved by the Director and should be vaccinated with documentation according to a licensed veterinarian’s recommendations. The center and yard should be free of stray animals, and children may not approach or play with stray animals.

Substance Abuse

Thrive Therapy is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the company while they are on company premises or elsewhere on company business.

The manufacture, distribution, possession, sale or purchase of alcohol, controlled substances, or drug paraphernalia, on company property, or while working, is prohibited.

Being under the influence of illegal drugs, alcohol, or debilitating doses of prescribed or over-the-counter medication on company property or while working is prohibited. If an employee show signs of substance abuse, the HR Administrator, Office Manager, or Owner may administer a drug test for the employee.

Tobacco Products

The use of tobacco products is not permitted anywhere on the company's premises or on the location of scheduled sessions. If you do use tobacco products outside the workplace please make sure you do not have residual smoke odor on clothes or on breath. E-cigarettes are also prohibited on center property.

Cleaning Responsibilities

All employees are responsible for keeping their work spaces clean, organized and providing the best possible learning environment for their client. Activities done with clients such as art projects, cooking, science experiments, etc. are the responsibility of the therapist and should be cleaned up immediately following the session. Employees may be asked to participate in team cleaning programs to ensure a safe and productive learning and working environment for our staff and clients.

Dress Code and Personal Appearance

A professional appearance is important at all times during business hours that you are working. You represent Thrive Therapy and should be well groomed and dressed appropriately for your position. Your clothes should be clean and pressed without stains or odor.

The following are appropriate attire for clinical staff:

- Scrubs
 - ABA staff: solid black
 - Speech staff: solid blue
 - OT staff: solid red
- FLAT, Closed toed shoes with traction, for safety purposes
- Solid colored hoodies or sweaters without logos, graphics, etc

The following are considered inappropriate for Thrive Therapy regardless of the location at which you are working or the job function you are performing:

- Spaghetti strapped shirts
- Any garment with rips or holes
- Tank tops or revealing shirts
- Short shorts or miniskirts (above the knee)
- Sheer clothing
- Visible undergarments
- Any garment with inappropriate, discriminatory, harassing, or offensive statements or designs
- Any garment that depicts advertising or a slogan for any product or business other than the company
- Excessively long or uniquely decorated fingernails
- Flip-flops, crocs
- Ungroomed facial hair
- Boots, including dress boots or snow boots
- Any garment that visibly depicts a message that promotes, supports, makes fun of, discriminates against, or is critical of any race, color, religion, national origin, age, sex, disability, or family circumstance
- Low rise jeans
- Athletic pants, sweat pants
- Sports attire
- Excessive and/or tattoos and/or piercings, with the exception of pierced ears
- Excessive piercings that cause a liability in sessions
- Excessive or dangling jewelry that causes a liability

Dress Code and Personal Appearance (continued)

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Consult your supervisor if you have any questions about appropriate attire or appearance. The decision whether your appearance is appropriate or not will be made by and in the discretion of the company.

Administrative and Professional staff is required to dress professionally.

Please do not wear your Thrive Therapy attire while engaging in behavior that is out of the scope of Thrive Therapy standards of conduct.

Corrective Action

Thrive Therapy holds each of its employees to certain work rules and standards of conduct. When an employee deviates from the rules or standards the supervisor will take immediate action.

Corrective action at Thrive Therapy is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is, in the opinion of the Company, corrected.

The usual sequence of corrective actions includes: a verbal warning, a formal written warning, and finally termination of employment. However, in deciding which initial corrective action is appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and any prior, similar circumstances. Thrive Therapy makes no promise or guarantee that the foregoing sequence will be utilized in any or every instance and reserves the right to take any corrective action, whether or not included in the foregoing sequence, as is determined, in the discretion of the administration, to be appropriate.

Level 1 Actions

These actions are taken for behavior such as:

- Unauthorized or excessive absence, tardiness or premature resignation
- Failure to meet minimum established standards
- Failure to meet assigned housekeeping responsibilities
- Obscene, abusive, harassing, or disruptive language or behavior
- Failure to perform assigned job responsibilities
- Neglect of organization property
- Excessive personal use of telephone, email, or social media
- Gossiping with other staff or parents
- Failure to report abuse, neglect, or exploitation

The procedure for dealing with Level 1 behavior is:

Counseling

Verbal warning

Formal written warning

Level 2 Actions

These are more serious and must be dealt with firmly and immediately. Typical behaviors in this level include:

- Reoccurring tardiness without reasonable explanation
- Absences without approved leave
- Refusal to comply with instructions of supervisor
- Conduct endangering the safety of the employee, co-workers or clients
- Violating major safety rules

The procedure for dealing with Level 2 behavior is:

Formal written warning

Performance Improvement Plan

Termination

Level 3 Actions

These are behaviors that are serious enough to justify either a suspension or, in extreme situations, termination of employment without following the preceding disciplinary steps. Behaviors for which immediate termination can be justified include, but are not limited to, the following:

- Sexual harassment
- Insubordination, or the refusal to comply with the specific instructions of a supervisor
- Falsification of any documentation
- Use of, or possession of alcohol or illegal drugs during work time or on work property
- Theft, misappropriation, unauthorized possession or removal of organizational property
- Conviction of a felony
- Unauthorized release of confidential information
- Continued unsatisfactory job performance
- Other behaviors that in the opinion of the administration, seriously threaten the well-being of the organization or any employee
- Working when ability is impaired by alcohol, illegal and/or prescription drugs

Employment Termination

Termination of employment is inevitable in any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation- voluntary employment termination initiated by an employee
- Termination- involuntary employment termination initiated by Thrive Therapy
- Layoff- involuntary employment termination initiated by Thrive Therapy
- Layoff- for non-disciplinary reasons

When an employee intends to resign, he/she shall provide Thrive Therapy at least 2 weeks notice. Any employee who terminates employment with Thrive Therapy shall return all tablets, supplies, keys, files, records, client information and any other items that are property of Thrive Therapy. No final settlement of an employee's pay will be made until all such items are returned in original condition. If any of such items are not returned within two weeks after termination, the cost of replacing such non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Thrive Therapy will also be deducted from the employee's final check.

Safety and Emergencies

Our clients' safety and security is our top priority. Thrive Therapy monitors all clients at all times. In case of an emergency, be it medical, weather, or otherwise, parents will be notified immediately and all clients will have constant supervision and care during this time. If a child is prone to elopement, they will be closely monitored. In the event a child attempts to elope, physical blocking or Crisis Prevention and Intervention techniques, including physical intervention, will be used as necessary to protect the child's safety and security.

Should any incident occur that would put a client in danger, parents will be notified immediately and an Incident Report will be filled out, signed by parents, and kept in the client's file. This document should be shared with the parent.

A health check will be performed daily on clients when they arrive. If there are any marks, bruises or cuts they should be documented and parents should be notified. The supervisor will determine if parents should be called. This document will be shared with parents and kept in the client's file.

In case of serious injury, the physician names provided by the parent/guardian on the emergency medical form will be called and the child will be taken to the hospital on the emergency medical form.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities and at all times they are entering, leaving, or on the business premises. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standard, cause hazardous, or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, including termination of employment. All incidents of injury require immediate notification to supervisor. Any employee who has an accident while working may be asked to be drug tested. If tested positive for any illegal substances while working the employee may be terminated immediately.

Emergency Chain of Command

In the event of an emergency, the Office Manager is designated as the Emergency Response Coordinator, while the Executive Administrator will serve as the backup coordinator. All communication will be directed to, authorized by and come from the Coordinator.

Emergency Response Teams

Emergency response team members should be thoroughly trained for potential crisis. One or more teams in the building are required to be trained in:

- Use of fire extinguishers
- First aid, including CPR
- Requirements of the OSHA blood borne pathogens standards
- Evacuation and shutdown procedures
- Chemical spill control procedures
- Search and emergency rescue procedures
- Hazardous materials emergency response

Hazardous Materials

All cleaning supplies are locked or out of reach. In the event of a spill of body fluids, the following will be followed:

- Removal of all clients from the contaminated area
- Immediate clean up of the spill
- Documentation on incident report
- Notification to parents
- Notification to management

Disaster Plan

In case of a fire emergency, all clients will be escorted out of the building with their therapist. Emergency contacts will be taken out and parents will be notified by phone as everyone waits in a safe location together.

In case of a weather-related emergency including earthquakes, all clients and any other people in the facility will be escorted to the innermost room. Weather will be tracked while staff maintains supervision. All emergency contacts for children will be notified by phone.

Incident Weather/Emergency Closings

In the event of severe weather, ice, and/or snow, Thrive Therapy may close. Thrive will follow local school district closing based on school district of either the clinic or the client's home for in home sessions. When Thrive is closed, employees will receive a notification from their supervisor.

If snow or ice begins falling during the center day with accumulation on sidewalks and streets, Thrive Therapy may close to ensure client and staff safety. In the event the center closes, we will continue to operate until all children are picked up. Each employee is expected to remain for the same duration unless permitted to leave earlier by his/her supervisor.

Employee Requiring Medical Attention

Thrive Therapy serves children with a wide range of disabilities. Parents enroll their child in our program seeking intervention for behaviors that may cause injury to self and/or others. Please be aware of the potential hazards of the population we serve; throwing, biting, kicking, hitting, head butting, pushing, and/or spitting. This behavior, whether intentional or by accident, can cause property destruction and harm to themselves and others, including employees.

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee should immediately notify their supervisor. If it is immediately necessary for the employee to be seen by a doctor or go to the hospital, the employee will be permitted to do so, and should contact a family member who can transport the employee to the appropriate facility.

Employee Requiring Medical Attention (continued)

For serious situations, Thrive Therapy always calls for an ambulance. For example, if an employee passes out but regains consciousness fairly quickly, or has an episode of chest pain that subsides, Thrive Therapy policy is to call 9-1-1 anyway. If the EMS assessment finds that patient doesn't need a doctor's care, the employee can simply decide not to go. Usually in this case the employee will be asked to sign a "refusal of treatment and/or transportation" form from emergency responders. The person who calls 9-1-1 is not responsible for any related bill or fee.

If an employee who is mildly ill or injured needs medical attention a supervisor will call a staff member's emergency contact, ambulance or taxi. OSHA recommends avoiding use of personal vehicles, as there could be issues with contamination from blood or body fluids, as well as potential liability in event of a motor vehicle accident.

Health-Related Issues

Employees, who become aware of any health-related issue, including pregnancy, should immediately notify their supervisor of health status. This policy has been instituted strictly to protect the employee due to the physical demands of the workplace.

A written "permission to work" from the employee's doctor may be required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description. The employee may be reassigned if working with aggressive clients.

Injuries in the Workplace

Every injury is to be reported immediately. Any reported injury is to be examined by the Office Manager/Emergency Response Coordinator. Every examined injury will be documented in a first aid report and filed for the employee's record.

Supervision of the Clients

Employees must use good judgment and common sense to ensure safety is always a priority. Staying within arms length of a child who is known for eloping at all times, holding hands in parking lots or near roads or traffic, removing potentially unsafe items (scissors, tacks, etc.), preventing aggression towards others, close supervision around bodies of water, removal of inedible objects in mouth, blocking electrical outlets, and cautious play on playground equipment, etc.

These are examples and do not constitute all safety precautions. Safety of each child is the responsibility of the employee in charge. All employees will be trained regularly in administering CPR and routine first aid and are expected to utilize those skills when necessary.

Pick up/Drop Off

Unless notified in writing no one other than parents (or persons authorized by parents on the release form) is to pick up a child from Thrive Therapy. If a parent or authorized person calls to sanction an emergency release of a child, staff members must verify the identification of the caller by asking for the child's DOB.

Persons authorized to pick up a child but not known to the staff will be required to show a valid drivers license or DPS identification card. Staff members will view the picture identification on the license or ID card and match the persons name and card number to information given on the child's enrollment form.

While the parent/guardian and child are in the facility, the parent/guardian is responsible for the safety and well-being of their child. While parent/guardian is present, staff is not responsible for the client. This is outlined in the parent handbook.

Playground

We encourage social interactions and gross motor play while outside. Clients may be taken outside when temperatures are over 40 degrees and under 100 degrees. If there is any active precipitation, clients will remain inside. If there are allergy warnings that are orange or red, clients will remain inside. Clients and staff must stay on property of Thrive at all times unless previously approved by administration.

Discipline and Guidance for Clients

The center ensures that discipline and guidance are consistent, based on individual and developmental needs and promotes self-discipline and acceptable behavior. Cruel, harsh, unusual punishment or corporal punishment should not be used at any time, including and not limited to: hitting, biting, putting items in or on the child's mouth, including a hand, unless to swipe a client's mouth to remove an item out of safety concern. No client should be put in a dark room or locked in any room. All are cause for immediate dismissal.

Children will be treated with respect at all times. Demeaning, humiliating, profane language or abusive behaviors are cause for immediate dismissal.

Clients who are at risk of harming themselves or others may require crisis prevention interventions. Only staff members who are CPI certified may use these techniques to maintain safety of the clients and staff. CPI should only be used as a last resort after other attempts to de-escalate behavior have failed. The use of CPI must be reported and the appropriate form must be shared with the parent, and kept in the client's file.

Client Contact

When in contact with clients, employees must maintain a professional and respectful demeanor. Employees must not engage in relationships with any client-family members other than those specified in this manual to avoid dual relationships and conflicts of interest.

The term "relationships" as used in this section includes any friendship, romance, or other business, religious or charitable relationship outside of Thrive Therapy with any client-family member, nanny, or employee, or any child-client's therapist or other school personnel, pediatrician, other therapist(s), nutritionist, vision/hearing specialist(s), etc., unless such relationship commenced prior to employment with Thrive Therapy. Any employee who deviates from this standard will be subject to disciplinary action, up to and including termination of employment. This section applies to BACB Professional and Ethical Compliance Code for Behavior Analysts. *(See Section 1, subsection 1.05 and 1.06 - Professional and Scientific Relationships and Multiple Relationships and Conflict of Interest)*

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Responsible Use Procedures for Employee Owned Electronic Devices

Thrive Therapy understands that permitting employees to utilize personally-owned devices and cell phones in the work place has potential to increase employee satisfaction, business productivity, enhanced collaboration and mobility, and expanded mobile access to resources. At the same time, there are important considerations and guidelines for employees who bring personally owned electronic devices to the work place environment.

Responsibilities

- Thrive Therapy is not responsible for lost, damaged or stolen items. When bringing personally owned electronic devices to center, it is the owner's responsibility to ensure that his/her device is secured.
- Thrive Therapy assumes no responsibility for service charges employees might incur while using personal devices. This includes, but is not limited to, charges related to data plans, texting fees and security programs.
- Thrive Therapy will not provide IT support, additional electrical power access, or network drops to support employee's personally owned devices.
- Please see the Personal Property Release

Employee Responsibilities

With this in mind, employees are allowed to bring personal electronic devices, including cellular phones, into the work place. However, when employees bring personally owned devices, they must follow all Responsible Use Procedures as well as the following guidelines:

1. Employee use of personally owned electronic devices, including cell phones, should not in any way interfere with therapy or productivity.
2. Employee devices should be silenced anytime clients are present as well as during professional gatherings including staff meetings, professional development, parent meetings and other on-site events.
3. Employees are prohibited to allow clients to use their personal devices.

Visiting Professional Staff/Parent Observations

Parents are encouraged to participate in their child's therapy such as parent training and/or observations. Parent training and observations can begin two weeks after the child's enrollment day; this allows the child to adjust to their therapy program. Any parent observations must be approved by and scheduled through the administrative staff.

Photographing and videotaping by non-Thrive employees **IS NOT** permitted due to client privacy and confidentiality.

Testing/Health Services

The procedure for informing a parent that a child needs testing for psychological functioning, vision, hearing, learning disability, or any medical consult should first be discussed with Administration. The therapist should provide evidence or observations that bring concern. All health services or referrals to the families are to be addressed by the client's own team of healthcare providers.

Benefits and Services

Pay Schedule

Thrive Therapy pays all employees on a bi-weekly basis. Paydays are every other Friday. Paychecks will not, under any circumstances, be made available before payday, nor will the company make any advances of wages or salary.

Paychecks will not, under any circumstances, be given to any other person other than the employee without written authorization. Paychecks can be mailed to the employees address on file or left at the office to pick up according to employee's performance. If a paycheck is mailed, it will be sent through USPS and Thrive Therapy will not be responsible for any lost, stolen or damaged paychecks or stubs.

Direct deposit is available and encouraged. Check stubs can be accessed via the online employee portal. It is the employee's responsibility to sign up for direct deposit and keep the banking information current. Thrive Therapy is not responsible for any holds, auto-drafts or transactions issued by an employee's personal bank.

If payday falls on a holiday, the bank may hold direct deposit payments until the following business day. If an employee opts out of direct deposit, paychecks will be available the following business day.

In some instances, manual checks, rather than direct deposit, will be issued. Employees will be informed by administration ahead of time. Checks will be available by noon on payday.

Group Insurance

Health insurance is available to all full-time employees after completing a probationary period. Thrive Therapy will pay half of the employee's insurance costs and the employee will be required to pay for the other half via a bi-weekly payroll deduction. Insurance includes health, dental and vision. The employee may opt to have insurance or not when it is offered.

Social Security/Medicare

Thrive Therapy withholds income tax from all permanent employees' earnings and participants in FICA (Social Security) and Medicare withholding, and matching programs as required by law. This does not apply to contract labor.

Holidays

Thrive Therapy observes the following paid holidays per year for all full-time employees. Employees within probationary period of 90 days are not eligible for holiday pay. The office will be closed on the following days (see yearly calendar for specific dates).

- Dr. Martin Luther King Jr. Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving (Thursday)
- Christmas Day
- New Year's Day

If a holiday falls on a weekend, Thrive Therapy may be closed the following business day, dependent on the needs/schedules of our clients.

Training and Professional Development

Thrive Therapy offers training options to learn new and updated therapeutic styles. Thrive Therapy encourages all employees to attend all trainings offered by Thrive Therapy, as some may be mandatory. Different certifications and licenses require specific hours of professional development per year. It is the employee's responsibility to acquire, pay for, and keep track of these hours.

Paid Time off (PTO)

For full-time employees PTO may be earned or added. There is no specific guaranteed amount for any employee; a total of 8 hours equals one day. PTO will be included in an employee's contract based on the administrative review and employee's eligibility. Time will be accrued throughout the year as hours are worked. For each pay period you earn about 3.30 hours of PTO. To schedule paid time off, the employee must complete a request form and give it to the Executive Administrator at least two weeks in advance of the proposed time off. Each request for time off will be considered separately, in light of the employee's needs and the needs of the company and clients. Such requests may or may not be granted, in the company's discretion. If you call off on a day that you had submitted a time off request for, a doctor's note will be required, or this may result in a write up.

PTO cannot roll over into the next annual year and should be used before the annual year is over. Part-time employees are not eligible for PTO.

Time off Requests

Any time off requests including PTO, or unpaid leave for partial or full days must include a request form and give it to the Executive Administrator at least two weeks in advance of the proposed time off. Each request for time off will be considered separately, in light of the employee's needs and the needs of the company and clients. Such requests may or may not be granted, in the company's discretion. If you call off on a day that you had submitted a time off request for a doctor's note will be required, or this may result in a write up.

Jury Duty/Military Leave

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees, both full-time and part-time, will be kept on the active payroll until such civic duties have been completed. A confirmation from the court and all other associated paperwork must be submitted.

Wage and Salary Increases

Increases will be determined by the company, in its discretion, and on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

Although the company salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Thrive Therapy does not grant "cost of living" increases. Performance is the key to wage increases in the company. Bonuses may be given, in the company's discretion, for exemplary performance. Wages, salaries, and changes to either are conditioned upon performance, and a formal performance review will be completed at least annually for therapists, professional staff, and administrative staff.

Attendance/Punctuality

Thrive Therapy expects that every employee will be regular and punctual in attendance. This means being in the clinic/home/school setting, ready to work, at their starting time each day. Absenteeism and tardiness places burdens on the clients, coworkers and on the company. You must email absent@thrivetherapytx.com prior to the start of session if you will be absent or tardy to session.

Absent

An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedure. Any non-emergency absences during work hours will be accrued and subtracted from the employee's personal days of absences.

If the employee is not able to perform his/her services beyond the preapproved leave granted, the employees' compensation will be reduced a day's pay for each day of absence beyond that period of 10 days.

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow the company time to arrange for temporary coverage of your duties and cancellation of scheduled sessions. If you do not report for work and the company is not notified of your status, disciplinary action, up to and including termination, may be taken. An employee who fails to call in and report to work as scheduled for two consecutive scheduled work days will be viewed as having abandoned their position, and employment will be terminated.

Absent Notification Procedure

Employees are expected to follow notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must file a request with the Executive Administrator at least two weeks in advance for paid time off. A PTO request form is required for anytime a shift has been missed (paid or unpaid). This includes: sick days, tardiness, and vacation days. Submitting a request does not warrant approval.

Employees must notify their supervisor by emailing absent@thrivetherapytx.com when calling in sick.

Full-time and part-time employees have unpaid, unless otherwise specified in their contract. A doctor's note is required after 3 consecutive days of absence using sick time.

Incidents of not following the notification procedures, including Late Call/No-Call/No-Show, will be addressed in accordance with the Progressive Discipline policy.

Tardy

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An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval
- Arrives to work past his/her scheduled start time (may be replaced for the full shift at the discretion of his/her supervisor.)
- Tardy can accumulate against vacation days or count against absent hours

Should tardiness be consistent, disciplinary action, up to and including termination may be taken. Employees are expected to be ready to work at the start of their client's session. Coming in at/after the start time of a session is unacceptable and is subject to disciplinary action unless prior arrangements were made with a supervisor.

Employees are encouraged to arrive 15 minutes early prior to their shift to avoid being late.

Time Clocks and Failure to Clock in/out

Accurately recording time worked is the responsibility of every employee. Consistently and accurately clocking in and out is important. Time worked is the actual time spent on a job performing assigned duties. Thrive Therapy does not pay for extended breaks or time spent on personal matters. It is the employee's responsibility to notify the administration if there are any changes or errors in their recorded time.

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock (i.e. Time station) at the beginning and/or end of their assigned shift
- Failure to clock in/out on their designated time clock for the meal break
- Failure to document time worked on written timesheets

Any misrepresentation of time worked on a time sheet is grounds for disciplinary action up to and including termination.

Staff hours are specific to each staff member. Additional hours must be approved by administration. If an employee voluntarily stays without prior approval from a supervisor, Thrive Therapy will not offer paid compensation of this time. Anytime an employee remains on Thrive Therapy property outside of scheduled, paid hours, Thrive Therapy will not be responsible for any damages, accidents, or injuries.

Employee Communications

Parent Involvement

At Thrive Therapy, all planning and program development takes place in a collaborative team approach including the client's parents or legal guardian. As appropriate, clients who are able to participate in team meetings will be included, particularly in the area of goal settings as well as for specific training in parent-child interactions, communication techniques, generalization procedures, and in-home support as needed. Parents may be asked to attend team meetings to collaborate with staff on treatment planning.

Parent Communication

No information will be given to outside providers, relatives, or other client families regarding any client without a parent or guardian's signed release. No information on staff members will be provided to parents without prior approval.

Daily parent communication is the responsibility of the therapist. Therapists will be expected to report any severe behavior or health concerns to their supervisor, and document it on take-home note and/or have the supervisor communicate the events to the parent/guardian.

All correspondence with parents/guardians must be in person at the center or via Thrive Therapy's phone/email system. Use of personal phones or email accounts is prohibited unless prior authorization is given by supervisor.

Procedure for Handling Complaints

Under normal working conditions, employees who have a job-related problem, question or complaint, should first discuss it with their supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution.

If the employee believes that he/she cannot discuss a job-related problem, question or complaint with his/her supervisor, or that the problem, question or complaint was not satisfactorily resolved after discussing with his/her supervisor, then he/she should direct the problem, question or complaint to the next higher level of supervision.

If the employee believes that he/she cannot discuss a job-related problem, question or complaint with an Administrator, or that the problem, question or complaint was not satisfactorily resolved after discussing with a Supervisor or Administrator, then he/she should direct the problem, question or complaint to the the Owner of Thrive Therapy.

Discussing the matter with any colleagues who cannot resolve the problem, question, or complaint is prohibited. (See the previous section regarding "Gossip").

Incident Reporting

In the event that an injury, accident, negative, or inappropriate interaction with family/staff, or any other incident which could pose a liability risk to the professional or Thrive Therapy, the employee must

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immediately contact their supervisor and complete proper documentation as soon as possible. The employee should fill out an incident report form, which will give a detailed description of the incident with date, time, location, people present, and any other information.

Confidentiality and Security

Confidentiality of Information

Employees must abide by all state and federal laws, rules, and regulations and Thrive Therapy's policy on respecting and keeping confidential information. Employees must not divulge any information concerning any client-family member or colleague to any unauthorized person. (See HIPAA)

Liability

Thrive Therapy is not responsible for an employee's personal property that is lost, stolen, or broken at the clinic/home/school. It is recommended that employees do not bring valuable personal property to any sessions. Furthermore, Thrive Therapy is not liable for personal injury sustained by an employee during or as a result of the performance of the employee's job function(s), whether in-home or at the office, unless such injury is the result of intentional or grossly negligent conduct or omission on the part of the company.

Background Checks

As a precaution to our clients and to comply with all federal and state regulations, Thrive Therapy conducts background checks on all employees and contractors who work with our clients. Employment with Thrive Therapy is contingent on a clear background check. It is the employee's responsibility to immediately notify your supervisor of any change that may affect subsequent background checks, such as an arrest or conviction. If it is found that an employee did not alert the company of such change, the employee will be subject to disciplinary action, up to and including termination of employment.

Personnel Files

Employee personnel files may include the following: job application, job description, resume, certifications, records of participation in events, salary history, record of disciplinary action, and documents related to employee performance, reviews, training documentation, banking information, emergency contact information, copy of driver's license and social security card, background check and attendance.

Personnel files are property of Thrive Therapy and access to the information is restricted. Only management personnel of Thrive Therapy who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact administrative staff. The employee may review his/her personnel file in the Owner's office and in the presence of an administrative staff member.

It is the responsibility of each employee to promptly notify their supervisor of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Email address

- Emergency contact information

Client Illness

Any child who appears ill will not be admitted to the center unless approved in writing by a licensed medical doctor. If a child becomes ill at the center, Thrive will notify parent/guardian; he/she must be picked up within one hour and will not be able to return to the center until free of symptoms for 24 hours. Thrive should handle illness or injury to protect the health of all children in the facility:

- They will provide an ill or injured client with a mat away from other children. Parents will immediately be notified to pick their child up from center
 - A client with symptoms of acute illness, choking, or not breathing will be cared for by designated staff
- Thrive Therapy will follow the recommendations of the Texas Department of Health concerning the admission or readmission of any child after a communicable disease.

Parents must keep their child at home if they have had any of the following within 24 hours: undiagnosed Covid-19 symptoms, rash, fever, vomiting, and/or diarrhea. Texas law excludes a child from attending the clinic or any sessions if they have or are suspected of having a communicable condition until one of the criteria for re-admission is fulfilled. These include but are not limited to:

- | | |
|----------------------|---|
| ● Campylobacteriosis | ● Meningitis bacterial |
| ● Common cold | ● Meningitis viral |
| ● COVID-19 | ● Meningococcal infections |
| ● Fever | ● Salmonellosis |
| ● Gastroenteritis | ● Shigellosis |
| ● Giardiasis | ● Streptococcal sore throat and scarlet fever |
| ● Influenza | |

Medications

A full medical history and list of current medications/supplements is required to be on file for each child. Therapists/staff will not be permitted to dispense any medication/supplements with the exception of emergency medical needs (i.e. EpiPen) after prior authorization by supervising administrative staff. Supplements include any that must be mixed with food or liquid. Parents are required to pre-mix them and then put in child’s lunch box.

Employees with Communicable Disease

Employees with a communicable disease, whether acute or chronic, are subject to the following provisions:

- If the Administration has a reason to believe that an employee has a communicable disease and is unable to perform regular duties or poses a threat to self or others, the employee may be asked to submit to a medical examination and/or COVID-19 TEST at the employee’s expense. Medical advice will be obtained from the local health authorities or private physicians on the nature and risk of transmission and if the employee’s condition interferes with the performance of regular duties.
- The Administration, based on CDC guidelines and medical information and requirements of the job, will determine appropriate exclusions or modifications in job duties or assignment.

- Employees who are excluded from work may be placed on sick leave or temporary disability leave to which they are entitled. Employment may be terminated when these expires, in accordance with appropriate policies and disabilities discrimination restrictions.
- The Texas State law regarding confidentiality of information about a person with AIDS or HIV infection also applies to employees.
- Parents of clients shall be notified in writing if Thrive Therapy receives information from health authorities or parents regarding employees or clients who have contracted a serious communicable disease. Concern regarding any communicable disease policy should be addressed with the Administration.

Procedures to Prevent the Transmission of Communicable Disease

- Hand washing is very important. Use soap, water, and friction of at least 30 seconds
- Use only disposable towels or tissues
- Wounds are to be kept covered
- When handling body fluids, such as vomit or blood
 - Use disposable gloves
 - Remove body fluid spills with cleaner granules
 - Sweep up and put into a plastic bag
 - Disinfect broom, dust pan, and area with freshly prepared solution of 1 part bleach and 9 parts water, 70% isopropyl alcohol, or other disinfectant
 - Gloves should be placed in plastic bag
 - Wash hands well using soap



ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook contains important information about Thrive Therapy, and I understand that I should consult the Administration regarding any questions not answered in the handbook. I have entered into my employment relationship with the company voluntarily and understand that there is no specified length of employment. Accordingly, either Thrive Therapy or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

However, if at any time you choose to terminate your employment with Thrive Therapy, a written two week notice is expected. This is in accordance with your professional ethical guidelines in regard to abandoning clients.

I understand and agree that no person other than the Owner may enter into an employment agreement for any specified period of time, or make any agreement contrary to Thrive Therapy's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the company's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Owner and/or administrative staff of the Company have the ability to adopt any revisions to the policies in this handbook.

I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the company following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the company's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the company's Administrator listed below on the date specified. I understand that this form will be retained in my personnel file.

Employee Signature

Date

Employee's Name - Printed

Administrative Staff

Date



EMPLOYEE NON-COMPETE AGREEMENT

For good and valuable consideration, the receipt of which is hereby acknowledged,
_____ (Employee), the undersigned Employee hereby agrees not to directly or indirectly compete with the business of Thrive Therapy and its successor during the period of employment.

Employee cannot work directly/indirectly nor recruit known past or current Thrive Therapy clients or families.

Employee acknowledges that Thrive Therapy may, in reliance of this agreement, provide the employee access to trade secrets, customers and other confidential data and good will. Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party.

This agreement shall be binding upon and insure to the benefit of the parties, their successors, assigns, and personal representatives.

Employee Signature

Date

Employee's Name - Printed

Administrative Staff

Date



Employee Confidentiality Agreement

HIPAA Privacy Protected Health Information (PHI) includes: Patient name, address, DOB, social security number, all content of the medical record, medications, diagnosis, etc. Confidential Information is not to be shared inappropriately at work or away from work, via email, text, page, written format, social media, photos, video, verbal disclosure, fax or other.

I understand that as an employee at Thrive Therapy I am obligated by federal HIPAA Privacy law and Thrive Therapy policy to protect patient privacy and all confidential information from unauthorized use and disclosure. I understand that even a patient's presence here at the clinic, or while receiving in-home therapy in the community, is confidential information under HIPAA. I understand that employees may be subject to civil and criminal fines and penalties for privacy breaches. Confidential Information is defined as any Client and/or Business information obtained through the course of your employment at Thrive Therapy.

· "Client Information" shall be considered any information regarding a client obtained or learned while employed at Thrive Therapy. Such information may include, but is not limited to, financial and social data medical record, medical history, diagnosis, condition, or treatment. Client Information also includes information learned from meetings and reports, data sheets, therapy schedules, and incident reports. All information employees learn about clients is "protected". Even the fact that clients are present in the building should not be re-told to others who have no job related need to know.

· "Business Information" shall be considered any information not publicly known regarding the business and operations of Thrive Therapy obtained while employed. This may include, but is not limited to, information concerning employees, BCBA's, BCaBA's, RBT's, financial operations, quality assurance, research, procurement, contracting, and other operational information.

TERMS OF AGREEMENT

I agree to support Thrive Therapy's culture of compliance with HIPAA privacy laws and to advocate for and protect patient privacy. I agree to not access or disclose any confidential information I learn or am exposed to as part of my job duties. I will seek the minimum amount of confidential information necessary to carry out my job duties. I agree to not post client information on social media, and agree not to share protected client information by email, phone, or text. I understand that photos of clients, their families, or of staff are not permitted, without their express written permission on approved Thrive Therapy forms. I understand that my obligation to maintain confidentiality of information obtained from Thrive Therapy extends beyond the length of my employment at Thrive Therapy. I agree to maintain confidentiality of such information as long as it is known to me. I understand that I may not remove any hardcopy and/or electronic files of information from the premises. I understand that verbal disclosures may also be viewed as a privacy breach, and subject to fines or termination from Thrive Therapy. If I hear of or see a privacy breach, I will report it to the Clinical Director, or my immediate supervisor, the same day or as soon as possible. I understand that if a client complains to the Office of Civil Rights about a privacy breach by an employee, both the employee and Thrive Therapy could be subject to large fines.

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Employee Confidentiality Agreement (continued)

Examples of Privacy Breaches:

- Announcing patient name or diagnosis loudly in a lobby area.
- Verbal disclosure of therapy progress to others who are interested, but who have no job related need to know.
- Borrowing someone's password to access records or lending someone your password.
- Accessing a computer that is logged on under another's password.
- Leaving your computer unlocked and unattended while working with client information
- Disposing anything with a patient name on it in regular trash.
- Faxing PHI without FAX COVER SHEET and/or to the wrong Fax number.
- Leaving binders or data sheets open and unattended. Leaving PHI in hall, restroom or library.
- Talking about your patients in a public place like a restaurant, Starbucks, or the grocery store.

I understand that as an employee of Thrive Therapy I have an obligation to complete Client Confidentiality or HIPAA training on an annual basis. If I have not completed any HIPAA training in the last 12 months, I will complete HIPAA training within my first 30 days at Thrive Therapy and provide a copy of the completed training to my supervisor.

I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including, termination of employment.

Please check one below:

I have completed HIPAA training in the last 12 months and given a copy of my certification to my supervisor.
Renewal date: _____

I need to complete HIPAA training. Renewal date: _____

Employee Signature

Date

Employee's Name - Printed

Administrative Staff

Date

This form will expire annually.



Video Surveillance Consent Agreement

I understand that in order to promote the safety of employees and company visitors, as well as the security of its facilities, Thrive Therapy may conduct video surveillance and keep permanent recordings of any portion of its premises at any time with the only exception being private areas of restrooms.

Video cameras will be in appropriate places within and around Thrive Therapy and used in order to help promote the safety and security of people and property. This surveillance is readily available via a live feed or as a recording to our client's families, management and administration of Thrive Therapy, and any other parties that Thrive Therapy may choose to promote the safety and security of people and property and to ensure adherence to medically necessary protocols and procedures. I can request to view video surveillance of myself performing my job duties as an employee of Thrive Therapy.

I hereby give my consent to such video surveillance at any time the company may choose.

Employee Signature _____ Date _____

Employee's Name - Printed _____

Administrative Staff _____ Date _____



Employee Emergency Information Form

Submission of this form is mandatory. It is encouraged so that basic contact and medical information is available in the event of an emergency. The information in this form is given for the express purposes of emergency situations and will only be used for those purposes.

General Information

Name: _____ DOB: _____
Home Address: _____
Home Telephone Number: _____
Cell Phone Number: _____

Medical Information

Medical Insurance Provider: _____
Doctor's Name: _____ Telephone Number: _____
Specialist's Name: _____ Telephone Number: _____
Preferred Hospital: _____
Known allergies to medications: _____
Other information that a medical professional should know: _____

Emergency Contact Information

Name: _____ Relationship: _____
Employer: _____ Work Telephone Number: _____
Cell Phone Number: _____ Home Telephone Number: _____

Name: _____ Relationship: _____
Employer: _____ Work Telephone Number: _____
Cell Phone Number: _____ Home Telephone Number: _____

Medical Information Continued

If you are concerned about privacy, submit this form to admin in a sealed envelope. Place your name on the envelope and note: "To be opened in the event of a medical emergency only."

Name: _____ Date of Birth: _____
Current Medical Concerns: _____

Current Medication(s): _____

Allergies: _____ Cause/Reaction: _____
Allergies: _____ Cause/Reaction: _____

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