

# *Employee Handbook*

## **POLICIES & PRACTICES GUIDE**

Revised effective June 2022

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## Welcome Letter

Dear Employee:

Welcome!

At BK Healthcare Management (“BK Behavior” or the “company”) we have always emphasized that outstanding people are the key to our success.

Through the efforts of our employees, our company is known as a leader in ABA therapy. To ensure our continued success, we feel it is important that our employees are familiar with our benefits and understand our policies and procedures. This Policies and Practices Guide will familiarize you with various aspects of working with us. It will also be a useful reference document. If you have any questions, please feel free to ask us.

Next to your direct colleagues, you will be working with colleagues from our BK Behavior service organization. BK Behavior provides central services to our affiliate companies, including Comprehensive Behavior Supports, Georgia Behavior Associates, Kansas Behavior Supports, and Nebraska Behavior Supports, to ensure that colleagues can focus maximally on providing the best care to our patients and entirely devote their attention to patients, parents and caregivers, and care providers.

For services like Human Resources, Clinical expertise, Marketing, Recruitment, Intake & Credentialing, Finance, and Training & Development, BK Behavior will be at your service!

Once again, we welcome you and thank you for taking this first step in knowing your organization.

Israel Benedek  
Chief Executive Officer

Thank you for choosing to work with BK Behavior in a clinical or administrative role. The following handbook will outline program guidelines and administrative policies and procedures. Please read it thoroughly and keep it handy for future reference. Please sign the last page and return a signed copy.

#### Mission:

BK Behavior is an agency comprised of Board Certified Behavior Analysts (BCBAs), behavior specialists, behavior technicians and a strong administrative team who work together to provide ABA therapy services for individuals with Autism Spectrum Disorders (ASD). We specialize in providing intensive, individualized treatment rooted in the principles of ABA to meet our patients' needs. Our treatment plans focus on teaching skills that will lead to increased opportunities, involvement, and independence while simultaneously decreasing problem behavior and other barriers to learning.

Our mission is to improve the quality of life for individuals with ASD and their families by providing one-to-one instruction, education, training, guidance, and resources.

#### Core Values:

- Every patient has the right to effective treatment that is rooted in the evidence-based literature of the science of ABA. Treatment must consist of an in-depth assessment to select goals and objectives which target socially significant behavior.
- Every patient has the potential to learn new skills and the right to acquire meaningful repertoires measured by a consistent data collection system and systematic review.
- Every patient has the right to treatment which increases access to reinforcers, opportunities for rewarding personal relationships, well-being, productivity, independence, and community involvement while decreasing barriers to learning.
- Every patient has the right to treatment that is provided within the context of what is legal, ethical, and best practice.
- Parents/caregivers have the right to be involved throughout every facet of the assessment, treatment, transition, and discharge process through effective communication and active participation.
- Every patient has the right to a treatment team of qualified, highly trained professionals.

#### Our Philosophy:

We are a private treatment agency providing data-driven, evidence-based, individualized, one-to-one therapy utilizing the principles of Applied Behavior Analysis (ABA). All training and therapy are provided or supervised by a Board Certified Behavior Analyst (BCBA). Our therapists specialize in ABA, Discrete Trial Teaching, Natural Environment Teaching, Verbal Behavior, and small and large group direct instruction. We work on all areas of development based on the VB- MAPP, ABS- S:2, AFLS and SKILLS Assessment, including language, behavior, adaptive skills, cognition, executive function, play skills and social skills. Staff is highly qualified with backgrounds ranging from early childhood and special education and all have a passion for helping children with

autism as well as understanding and applying behavioral principles.

#### Ethical Standards:

BK Behavior adheres to the Ethics Code for Behavior Analysts issued by the Behavior Analyst Certification Board.

#### Parent/Caregiver Involvement:

Parent/caregiver participation is an expectation of service.

- Participation includes team meetings, data collection, and implementation of recommended strategies/programs.
- A parent and/or authorized caregiver **MUST** be on the premises during sessions at all times. Employees are not permitted to be left alone in the home/service location with a patient. If the parent/authorized caregiver must leave the premises, the provider will be forced to terminate the session.
- Programs that include self-help skills such as showering/ toileting are only permitted with the presence of a parent/guardian.
- Providers are not permitted to support wound care. The parent/caregiver is responsible for providing wound care in accordance with physician instructions.
- Parents are encouraged to report any behaviors that violate our policies. The company will provide parents with a Complaint Form to report a written complaint. The company will respond to any written complaint within two business days. The company will not retaliate in any way against any parent who files a complaint. After the investigation is completed, a decision will be made and appropriate action will be taken.

BK Behavior reserves the right to reconsider the provision of services if there is a failure to comply with these policies.

### At-Will Employment Policy Statement

Regardless of what is contained in this or any policy and procedure or any other written or oral statement of any kind, all employment with BK Behavior is "at-will". This means that each "at-will" employee has the right to resign and BK Behavior has the right to terminate any "at-will" employee for any reason or no reason, with or without prior notice. It is not a promise or contract of any type and no employee may rely upon it or use it against BK Behavior for any purpose. BK Behavior has the right to change or discontinue any policy or procedure at any time and to take any action it deems appropriate even if different from or not contained in a policy or procedure. No one has the authority or right to make any promises, oral or in writing, different from or inconsistent with this At-Will Employment Policy Statement.

Our policies, practices, and benefits are reviewed periodically and may be updated from time to time. Therefore, if any question should arise, employees should always check with their supervisor. **Neither the policies nor practices contained in this guide nor any other written or verbal communication by a manager or supervisor are intended to create a contract of employment or a warranty of benefits.** Terms and conditions of employment are also subject to Federal and State laws and by formal plan documents if any. In case of confusion or conflict, the applicable law or plan documents govern, not the informal wording of this guide.

## GUIDING POLICIES

Our policies, practices, and benefits are reviewed periodically and may be updated from time to time. Therefore, if any question should arise, employees should always check with their supervisor. **Neither the policies nor practices contained in this guide nor any other written or verbal communication by a manager or supervisor are intended to create a contract of employment or a warranty of benefits.** The terms and conditions of employment are also subject to Federal and State laws and by formal plan documents if any. In case of confusion or conflict, the applicable law or plan documents govern, not the informal wording of this guide.

### Ethical Standards & Conflict of Interest

Our company has an excellent reputation for conducting its business activities with integrity, fairness, and following the highest standards. Employees enjoy the benefits of our company's reputation and are obligated to uphold it in every business activity. If an employee is ever in doubt whether an activity meets the ethical standards or compromises the company's reputation, employees are asked to confer with their supervisor.

To protect the confidentiality of patients and their families as well as employees, we follow HIPAA guidelines. Employees are discouraged from personal interaction with current or former patients. Such interaction includes personal relationships and email, as well as social media such as Facebook, Twitter, and other social media.

### General Principles

Every organization has certain guidelines, which were developed to reflect good business practices. In establishing any rules, the organization has no intention of restricting the personal rights of any individual. Rather, we wish to

define the guidelines that protect the rights of all employees and ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work.
- Conscientious in the performance of duties.
- Thoughtful and considerate of other people.
- Courteous and helpful, both when dealing with other employees and non-employees.

### Open Door Policy

Employees are encouraged to share their concerns, seek information, provide input and resolve problems and issues with the help of their supervisor. Supervisors listen to employee concerns to encourage their input and to seek resolutions to their problems and/or issues.

### Suggestions

We are always looking for suggestions that improve methods, procedures, working conditions, reduce costs/errors and benefit the company as well as its employees. We encourage employees to tell us about any suggestions or ideas they have.

### Equal Employment Opportunity

Our company maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment. We hire, train, promote and compensate employees based on individual competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, or physical or/and mental impairments.

### Americans With Disabilities Act

BK Behavior is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities and will make reasonable accommodations for qualified individuals with known disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment unless doing so would result in an undue hardship.

In general, it is the employee's responsibility to notify their supervisor of the need for accommodation. Upon doing so, supervisors may ask for input on the type of accommodation the employee believes may be necessary, or the functional limitations caused by the disability. Employees may be asked to submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and under applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate.

### Unlawful Harassment Policy

BK Behavior is committed to maintaining a positive working environment in which all employees are treated with courtesy, respect, and dignity. Therefore, harassment because of age, race, sex, color, religion, national origin, disability status, or other protected classes based on local, state, or federal laws is strictly prohibited.

Unlawful harassment includes any verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes that they are a victim of such harassment should immediately report the matter to their supervisor. If the supervisor is part of the issue, employees may go directly to the Human Resources Department. The company will provide a Complaint Form for employees to report harassment and file complaints. An investigation will be conducted as confidentially as possible by the Human Resources Department. Adverse action will not be taken against an employee who reports or participates in the investigation. After the investigation is completed, a decision will be made and appropriate disciplinary action will be taken.

All employees are encouraged to report any harassment or behaviors that violate this policy. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

### Sexual Harassment Notice

The Sexual Harassment Notice informs our employees that sexual harassment is prohibited. This notice ensures that all employees are protected and can report any form of harassment by following the guidelines listed in the Sexual Harassment Policy.

All employees are encouraged to report any harassment or behaviors that violate this policy. The company will provide all employees with a Complaint Form for employees to report harassment and file complaints. This applies to all employees.

Retaliation against individuals who file a complaint is not allowed. The company will not retaliate in any way against an individual who files or responds to a legitimate complaint of harassment or participates in the investigation of a complaint.

#### Sexual Harassment Policy:

BK Behavior is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace misconduct. All employees are required to work in a manner that prevents sexual harassment in the workplace.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature take place.

- A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex.
- Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation or interferes with the recipient's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment.

BK Behavior has established the following procedure for lodging a complaint of unlawful harassment, discrimination, or retaliation.

1. An individual who feels harassed, discriminated against, or retaliated against may initiate the complaint process by filing a written and signed, detailed Complaint Form with the Human Resources Department.
2. The Human Resources Department will review the complaint and initiate an investigation which may consist of interviewing the complaining individual, the alleged offending employee, and any witnesses.
3. If it is determined that harassment, discrimination, or retaliation in violation of this policy has occurred, the Human Resources Department will recommend appropriate disciplinary action toward the person who committed the harassment, and against supervisory and managerial personnel who knowingly allowed such behavior to continue.
4. Document the investigation by using the Complaint Form, which may contain the following: A list of names of those interviewed, along with a detailed summary of their statements; A timeline of events; A summary of prior relevant incidents, reported or unreported; A list of all documents reviewed, along with a detailed summary of relevant documents; The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. If it is determined that an employee has provided false information regarding the complaint, disciplinary action will be taken against the individual who filed the complaint or who gave the false information.

Retaliation against individuals who file or respond to a legitimate complaint of harassment, or who participate in the investigation of a complaint, is unlawful and will not be tolerated.

There may be federal and state statutory provisions and applicable local laws concerning sexual harassment, rights of redress in adjudicating sexual harassment judicially, and remedies available to victims of sexual harassment.

**Any questions or to make a complaint, please reach out to the Human Resources Department.**

### Confidentiality of Patient Medical Records Policy

Under the law and regulations of the Health Information Portability and Accountability Act (HIPAA), all employees are expected to maintain the highest standards of ethics and confidentiality regarding the treatment of patient information. BK Behavior has policies and procedures in place to protect the confidentiality of all information regarding its patients. All employees will be trained on and are expected to comply with the company's HIPAA policies and procedures, and written acknowledgment of such training and compliance will be documented in each employee's personnel file. For security purposes, when sending an email to an outside party with any Protected Health Information (PHI), the employee will write "Secure" in the subject line to ensure encryption with our email service.

### Proprietary Information and Confidentiality

Every employee is required during the term of their employment, and at all times after their termination of employment for any reason whatsoever, not to disclose to any person, other than in the discharge of their duties, any information or knowledge relating to:

- the business, operations, or internal structure;
- any method and/or procedure (such as records, programs, systems, correspondence, or other documents), relating to or about projects developed by BK Behavior or contemplated to be developed by BK Behavior; or
- information or knowledge about the business that the employee obtained during employment, and which is otherwise a trade secret or is treated by BK Behavior as confidential.

Upon leaving the employment of BK Behavior for any reason whatsoever, the employee shall not take with them and shall return, any documents, forms, or other reproductions of any data or any information relating to BK Behavior, to any of its agents or contractors, or its patients. The employee further acknowledges that BK Behavior may enforce this policy at any time by any legal means available, including without limitation the recovery of damages and/or the imposition of a restraining order or injunction and that upon obtaining any judgment or order against the employee, the employee will be liable to BK Behavior for reimbursement of all reasonable attorney's fees and costs incurred to procure such judgment or order.

### Outside Employment Policy

An employee may hold a job with another organization as long as it is approved, and as long as they satisfactorily perform the job duties with BK Behavior. All employees will be judged by the same performance standards and will be subject to the scheduling demands, regardless of any outside work requirement. If the organization determines that an employee's outside work interferes with their ability to meet the requirements of BK Behavior, the employee may be asked to terminate the outside employment if they wish to remain with our company.

### Exploitation, Abuse, Neglect or Violation of Patient Rights

All employees must report any suspected physical, emotional, sexual or neglectful behaviors towards a child. Behavior technicians must report suspected behavior to the BCBA and the Case Manager. BCBAs, as mandated reporters, must report the suspicion to the State Central Registry (SCR) at 1-800-342-3720.

## COMMENCING EMPLOYMENT

### Employment Pre-Screening:

BK Behavior screens all employees before hiring. Our company uses a third-party vendor that runs a national criminal and sex offender search which will be utilized to conduct screening for all new hires. Applicants also must submit work experience from the past five years and include phone numbers and supervisor's information for verification. Applicants are required to submit two references. Our company may call to confirm information and suitability for employment.

### Introductory Period for New Employees:

All new employees will participate in a monitored 90-day evaluation and introductory period. During this time, BK Behavior will verify the skills, capabilities, and suitability for one's position. Likewise, this period will allow new employees to evaluate our company as a place to work.

### Employment Categories:

An employee's classification affects their benefit eligibility and rights under state and federal wage and hour laws. The classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will is retained by both the company and the employee.

#### **Full-time:**

At least 25 hours per week for BCBAs.

At least 30 hours for Behavior Technicians and Administrative staff.

#### **Part-time:**

Less than 25 hours per week for BCBAs.

Less than 30 hours for Behavior Technicians and Administrative staff.

Employees are either "Exempt" or "Non-Exempt" from overtime pay under federal and/or state wage and hour laws. Whether employees are exempt or non-exempt depends on their duties and responsibilities.

**Exempt** employees are not eligible for overtime pay under federal and/or state wage and hour laws.

Generally, exempt employees are those employees in managerial, professional, or high-level administrative positions.

**Non-Exempt** employees are eligible for overtime pay under federal and/or state wage and hour laws. An employee's "exempt" or "non-exempt" classification may only be changed upon written notification by management.

#### Personnel Files:

BK Behavior maintains up-to-date personnel files for all employees. It is important to keep records timely because this information is used for benefit administration, continued insurance notices under COBRA, notification in case of emergency, etc.

Please contact the Human Resources Department if there are any changes to:

- Home Address
- Marital Status or Civil Union\* (when legally recognized by the state)
- Telephone Number
- Number of Dependents
- Emergency Contact
- Military Status

Personnel files are the property of the company and access to the information they contain is restricted, subject to applicable laws. Except for records and information that we are legally required to provide, information about employees will not be released unless the employee is told in advance, or requested.

#### Scope of Practice:

BK Behavior provides services that are within our scope of practice and area of expertise. Session goals/objectives will be determined solely based on the assessment results, parent/caregiver input, medical necessity, and other factors that may influence the development of an appropriate ABA treatment plan. Academic goals do not fall under the scope of our practice.

Employees will only be expected to perform the duties and responsibilities as outlined by the job description. Please feel free to contact Human Resources with questions/concerns about the duties and responsibilities.

#### Employee Performance Reviews:

Employees may be reviewed by their supervisor at the end of the 90-day introductory period to determine suitability for continued employment. After 12 months of employment, providers may also be reviewed, and annually thereafter. Performance reviews may include a review by the supervisor as well as the opportunity for self-review. Pay raises may be considered at that time based on performance. Pay raises are at the sole discretion of the company and are not guaranteed.

## WORK SCHEDULES AND COMPENSATION

### Pay Period:

All staff members are paid semi-monthly, twice per month.

The pay period is from the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the end of the month.

For clinical staff, time worked from the 1<sup>st</sup> - 15<sup>th</sup> is paid on the 1<sup>st</sup> of the following month. Time worked from the 16<sup>th</sup> - the end of the month is paid on the 15<sup>th</sup> of the following month.

For administrative staff, time worked from the 1<sup>st</sup> - 15<sup>th</sup> is paid on the 20<sup>th</sup> of the same month. Time worked from the 16<sup>th</sup> - the end of the month is paid on the 6<sup>th</sup> of the following month.

If a scheduled payday falls on a holiday, employees will be paid the following business day.

### Lunch Breaks:

Lunch breaks are provided for those working 6+ hours a day in compliance with state regulations and contractual requirements. Lunch and break periods may be staggered to ensure coverage at all times.

Under no circumstance will employees be permitted to work through their lunch break to have an abbreviated work day.

### Lactation Rights:

BK Behavior will provide nursing mothers with reasonable unpaid break time (20 - 30 minutes), at least once every three hours depending on need, in a place other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk for a nursing child, for up to three years following the child's birth.

An employee wishing to avail themselves of this benefit must provide the company with advanced notice before returning to work following the birth so that appropriate accommodations can be made.

### Overtime:

The workweek is Sunday through Saturday. All employees are required to work overtime when requested by their supervisor. Exempt employees are not eligible for overtime pay. Non-Exempt employees will be paid time and a half (1.5) of their hourly rate for all hours worked more than forty (40) hours in a workweek. Time off for any reason or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations. All overtime must be approved by one's supervisor. Employees may not work overtime without prior permission from one's supervisor.

### Timekeeping:

By law, BK Behavior is required to keep accurate records of time worked by all non-exempt employees. All employees, whether exempt or non-exempt, must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management. Employees may not perform any work off-the-clock. Employees may not perform any work without accurately recording it on their timesheets. This is true whether performing work on the company's property or remotely. All work performed must be recorded and submitted to ensure proper payment. It is extremely important that timesheets are submitted accurately and on time.

If there is an error or omission in recorded time worked, it is the employee's responsibility to have their time corrected and approved. Approved corrections submitted to Payroll may not be processed until the following scheduled payroll.

Altering, falsifying, or tampering with one's or another employee's timesheets is expressly prohibited. Such conduct will result in disciplinary action, up to and including termination.

### Documentation:

Providers are required to maintain proper clinical documentation for all ABA sessions. To facilitate this, the last 15 minutes of each session may be allocated for any necessary paperwork, such as completing the session note and entering data into the data collection program.

### Payroll Deductions:

Employee earnings and payroll deductions are shown on each paystub. Deductions may consist of those required by law and benefits selected by the employee, including but not limited to:

- Federal Income Tax
- State, City & Local Tax
- Social Security & Medicare
- Disability & Family Leave
- Insurance
- 401K

Days or hours not worked may also be deducted from salary pay for any salaried non-exempt employees. From time to time, other deductions may be made to comply with payroll and management policies. If an employee believes that a deduction was mistakenly made, one should contact the Human Resources Department in writing. Include a copy of the paystub indicating the deduction error and a statement as to why the deduction is incorrect. If a mistake was made, it will be rectified on the next payroll.

### Exempt Employee Pay Deductions:

Under Fair Labor Standards Act regulations, exempt employees who are required to be paid on a

salary basis may not have their pay reduced for variations in the quantity or quality of work performed.

Exempt employees receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all.

Deductions from pay cannot be made as a result of absences due to any of the applicable circumstances required by law.

## TIME AWAY FROM WORK

### Paid Time Off (PTO):

The paid time off (PTO) policy combines vacation, sick time, and personal time for Full-time employees to use at their discretion. The PTO accrual schedule is included in the Benefits Addendum provided by one's supervisor.

### Sick Leave:

Part-time staff members accrue paid sick leave at the rate of 1 hour per every 30 hours worked. Employees may request sick leave when feeling ill. Supervisors may request a doctor's note for absences greater than three days. The hours and days requested must match the employee's work schedule.

### Holidays:

BK Behavior will distribute an annual office calendar in November for the upcoming calendar year. For a copy of the office calendar, please contact the Human Resources department.

### Jury Duty Leave:

BK Behavior believes that jury duty is a civic obligation, and it will comply with all state and local laws applicable to an employee's jury service. Therefore, the organization may pay non-exempt employees up to three (3) days for jury duty. Exempt employees will be paid for jury duty in compliance with Wage & Hour laws. BK Behavior allows time off to fulfill this obligation according to the following provisions:

- The employee must notify their supervisor and present a copy of the jury duty summons as far in advance of the court appearance as possible to allow for scheduling adjustments.
- The employee must arrange to be at work during periods they have no jury duty obligations.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have been scheduled to work on the day of absence. The amount received from the court should be reported to the Human Resources Department, and the amount paid to the employee for jury duty may be deducted from the employee's paycheck. Additional days for jury duty will be unpaid unless the employee chooses to use any accrued time off.

### Military Leave:

Leaves of absence without pay for United States military or reserve duty are granted as needed. Employees who are called to active military duty or reserve of national guard training, or if volunteering for military service, are required to submit copies of their military orders to their supervisor as soon as practical.

Leave will be granted following applicable federal and state laws, including compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”). Employees who are a reservist or National Guard members will be granted two (2) weeks off without pay for required training. Employees may use vacation time to be paid for this training. After completing active duty, eligibility for reinstatement is determined by applicable federal and state laws.

### Blood Donation Leave:

In maintaining its corporate citizenship, our company will provide employees with three hours of unpaid leave time to donate blood during any twelve months. Leave taken for on-site or off-site blood donations will be paid and will not require employees to use accumulated vacation, personal, sick, or other already existing leave time. Employees will be required to show proof of blood donation to Human Resources in the form of a notice of blood donation or a good-faith effort at blood donation, from the blood bank.

### Bereavement Leave:

In the event of an immediate family member’s death, full-time employees may have up to five (5) consecutive working days, with pay. Part-time employees may have up to two (2) consecutive working days for the hours scheduled to work. Employees may be asked to provide proof, such as a copy of the death certificate. Immediate family is defined as a father, mother, sibling, spouse, and child.

### Personal Leave of Absence:

From time to time, employees may need additional time off to handle personal or family issues. On a case-by-case basis, at the sole discretion of the supervisor, an unpaid leave of absence may be granted. Typically, this leave will not be allowed to exceed 30 days; however, extensions may be granted depending on the circumstances. Employees may also need to be switched to Part-Time or terminated as eligible for rehire. Requests for unpaid leave should be addressed to one’s supervisor as far in advance of the leave as possible.

### Family Medical Leave:

BK Behavior provides medical leaves of absence without pay to all employees who have completed 1,250 hours of work in the past twelve (12) months for the following reasons:

1. If the employee is temporarily unable to work due to a serious health condition or disability.
2. If the employee needs to take time off from work duties to fulfill family obligations related directly to childbirth, adoption, or placement of a foster child, or to care for a child, spouse, or parent with a serious medical condition. For purposes of this practice, serious health conditions or disabilities include, but are not

limited to, temporary disabilities associated with pregnancy, childbirth, and related medical conditions, illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.

Eligible employees should make requests for medical leave to their supervisor at least thirty (30) days in advance of foreseeable events, and as soon as possible for unforeseeable events. They should then contact the Human Resources Department to complete the necessary forms.

Employees requesting family or medical leave related to their own serious health condition or that of a child, spouse or parent must submit a health care provider's statement verifying the need for medical or family leave to provide care, the beginning and expected ending dates, and the estimated time required. Any changes in this information should be promptly reported. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of twelve (12) weeks within any twelve (12) month period. Any combination of medical leave and family leave may not exceed this maximum limit.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability under all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, our company will continue to provide its portion of health insurance benefits for the full period of the approved medical leave. The employee is responsible for providing their regular payroll contribution during the leave period. Arrangements for handling the regular payroll contributions are made with Human Resources when leave requirements are discussed and leave forms are completed.

Benefit accruals such as vacation, sick time, or holiday benefits will be suspended during the leave and will resume when the employee returns to active employment.

For an employee's return to work to be properly scheduled, an employee on medical leave is requested to provide the company with at least two (2) weeks' advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position if it is available or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed-upon return date, BK Behavior will assume that the employee has resigned.

#### Paid Family Leave: (New York and New Jersey Only)

Paid Family Leave (PFL) is employee-funded insurance that provides job-protected, paid time off. PFL can be taken by employees who are eligible for time off to bond with a new child, care for a sick family member, or assist loved

ones when a family member is deployed abroad on active military service. Employees with 20 or more hours per week are eligible after 26 weeks of employment. Employees with less than 20 hours per week are eligible after 175 days worked. The employee must notify their employer with 30 days advance notice if foreseeable, or as soon as possible for unforeseeable events. Employees may contact Human Resources for more information.

## EMPLOYEE BENEFITS PROGRAMS

BK Behavior offers single-rate insurance benefits to full-time employees only. Clinical staff are generally hired as part-time employees and would therefore not be eligible.

BK Behavior offers comprehensive Health, Dental, Vision, Life, and 401K plans. Employee cost share will be funded as a pre-tax payroll deduction through Cafeteria Section 125 plan. Dependent coverage is also offered at the employee's expense, should an employee wish to insure their dependents.

For more information, please contact the Human Resources department.

### Workers' Compensation:

BK Behavior provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately and submit the Incident Report Form. Forms can be obtained from a supervisor.

Neither BK Behavior 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 our company.

### Short Term Disability: (New York and New Jersey Only)

Short Term Disability is a state-mandated benefit that provides employees with a weekly payment when unable to work due to a non-work-related covered medical condition. STD may begin on the eighth consecutive day of disability.

### COBRA:

Under Federal law, employers sponsoring group medical plans are required to offer full-time employees and their families the opportunity for a temporary extension of medical coverage (called "continuation coverage") at group

rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform, in a summary fashion, of the rights and obligations under the continuation coverage provisions of the law.

An enrolled employee has the right to choose this continuation coverage if they lose their group medical coverage because of a reduction in hours, termination or if coverage is no longer provided by the company (for any reason other than gross misconduct).

The spouse or dependent child of an employee also has the right to choose continuation coverage under the company's group medical insurance plan.

Under the law, the employee or family members (including divorced spouse or dependent child), has the responsibility to inform the organization's plan administrator of a divorce, legal separation or a child losing dependent status under the organization's group medical insurance plan.

When the plan administrator is notified that one of these events has happened, the plan administrator will in turn notify the employee of their right to choose continuation coverage. Under the law, employees have sixty (60) days from the date they would lose coverage because of the events described above, to inform the plan administrator if they want continuation coverage.

Employees who do not choose continuation coverage will have their group medical insurance coverage will end.

For employees who choose continuation coverage, the organization is required to give coverage that, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. Employees will need to pay at least the first monthly premium before benefits can be reinstated. The law requires that employees be allowed to maintain continuation coverage for 18 months, or up to 36 months in certain circumstances. However, the law also provides that continuation coverage may be cut short for other reasons (Contact the Human Resources Department for details).

Under the law, employees will be required to pay the premium for COBRA continuation coverage.

Additional information regarding coverage and cost as well as a complete copy of the COBRA law may be obtained from the Human Resources Department.

## SAFETY AND SECURITY

### Safety:

BK Behavior shall keep all working areas safe and in sanitary conditions. The company makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

This policy is aimed at minimizing the exposure of our employees, customers, and other visitors to our facilities to health and safety risks. Precautions to secure the health and safety of employees shall be taken at all times.

BK Behavior shall not require employees to operate or use equipment at a time or manner, which would endanger the health or well-being of our employees. In addition, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injury or illness.

#### Accidents:

Any accident, no matter how minor, must be reported immediately to one's supervisor and the Human Resources Department. Such reports are necessary to comply with applicable laws and initiate insurance and workers' compensation benefits procedures. Failure to report an accident promptly may result in denial of benefits.

#### Smoking:

As required by state law, there is no smoking inside our facilities. Employees who wish to smoke should do so before work, during the lunch break, and/or after work.

#### Substance-Free Workplace:

BK Behavior does not tolerate alcohol and substance abuse in the workplace and maintains a drug-free environment throughout all organization workplaces so that the ill effects of these substances upon employee health, productivity, safety, and security can be avoided. Alcohol and drug abuse in the workplace is not only harmful to the health and well-being of the concerned employee but also endangers the safety of others, impacts productivity, compromises security, and creates an unacceptable work environment.

BK Behavior reserves the right to take appropriate actions to investigate compliance with its substance abuse policy, including drug testing if the situation warrants it. If any employee is convicted of an offense under a criminal drug statute while in our company's employ, that employee must report it to Human Resources within five (5) days of such conviction.

All employees are hereby advised that full compliance with the foregoing policies shall be a condition of employment at the organization. Any employee who violates the substance-free workplace policy described above shall be subject to discipline up to and including immediate discharge. Any illegal activities are also subject to arrest and prosecution by law enforcement agencies.

At the discretion of the organization, any employee who violates our substance-free workplace policy may be required, in connection with or in place of disciplinary sanctions, to participate in an approved substance abuse assistance or rehabilitation program.

### Visitors in The Workplace:

To provide a safe and secure facility, only authorized visitors are allowed in the workplace. All visitors must enter the building through the main entrance and gain permission from management to proceed to any other areas in the building. Visitors must always be accompanied by an employee. If an unauthorized individual is observed on organization premises, all employees are responsible for immediately notifying their supervisor.

### Violence in The Workplace:

BK Behavior is committed to the prevention of workplace violence and establishing a safe work environment. All employees should refrain from conduct that involves violence, potential violence or may be dangerous to others. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a supervisor. This includes threats by employees, suppliers, vendors, and the public. The organization will promptly investigate all reports of threats or actual violence. Anyone determined to be responsible for threats or actual violence will be subject to prompt disciplinary action, up to and including termination.

### Protection of Organization and Employee Property:

Respect and protection of the organization and employee property are everyone's concerns. Any missing or damaged property should be reported to a supervisor immediately. BK Behavior will not be responsible for replacing damaged, stolen, or missing personal property.

### E-Mail and Internet Use:

Computers, computer files, the e-mail system, and software furnished to employees are the property of BK Behavior and intended for business use. Employees may not use or attempt to use a password, access a file, or retrieve any stored communication without authorization. To prevent misuse, any business/personal computer, system, and e-mail usage may be monitored, reviewed, audited, intercepted, accessed, and/or disclosed whether created, stored, sent, or received, and employees should have no expectation of privacy as it relates to any data or communications created with, transmitted by or stored on the organization's systems. The reasons for which the organization may obtain such access include, but are not limited to: maintaining the systems; preventing or investigating allegations of abuse or misuse of the systems; ensuring compliance with software copyright laws; monitoring and ensuring workflow and productivity; complying with legal and regulatory requests for information; ensuring that the organization operations continue appropriately during an employee's absence or unavailability.

BK Behavior strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. BK Behavior prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons are not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, chain letters, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

BK Behavior purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, BK Behavior and its employees do not have the right to reproduce such software for use on more than one computer. Employees may only use the software on local area networks or multiple machines according to the software license agreement. The organization prohibits the illegal duplication or use of unauthorized software and its related documentation.

Employees should notify their supervisor or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

#### Telephone Use:

Telephones are a vital part of our business. Personal use of the telephone should be limited to emergencies and unusual circumstances. Personal phone calls should be brief. Personal long-distance and 900 toll calls are not permitted. Personal cell phone use is prohibited during work hours unless it is work related. Personal cell phones should be kept in “silent” mode or on “vibrate”. Inappropriate use of personal cell phones may result in disciplinary action, up to and including termination of employment.

#### Safety in the home/service location:

BK Behavior takes every precaution to ensure that we protect the health, safety, and security of our patients and employees. Employees are trained in how to deal with situations that may arise during sessions.

The following are guidelines to help ensure the health, safety, and security of our patients and employees:

- Patients must be supervised at all times. A parent/authorized caregiver must be present in the home/service location for the session.
- Services should be provided in a smoke, drug, and alcohol-free environment.
- Providers will call 911 for all emergencies.
- Providers are encouraged to participate in CPR training. Written acknowledgment of CPR training and compliance will be documented in each employee’s personnel file for those working with insurance carriers that require it.
- Providers will not be expected to provide services to patients who are ill.
- Parents/caregivers are strongly encouraged to cancel sessions in advance if they believe their child is ill.
- Providers will not provide services if the patient or someone living in the household has a contagious/communicable/infectious disease. Reporting suspected or confirmed diseases of this nature is mandated under state law. Medical clearance from a physician is required before services can resume following an infectious disease or illness of this nature.
- Corporal punishment, emotional, physical abuse, and maltreatment are not permitted. According to state law, providers are mandated reporters.

- The use of physical holds/restraints is not permitted. In a crisis, the parent/caregiver may be asked to intervene to ensure safety.
- Providers are not expected to tend to toileting accidents/diaper changes unless the patient has a specified toileting program in their treatment plan. Otherwise, these should be handled by the parent/caregiver.
- Providers may not administer any medication whatsoever to patients, under any circumstances, whether such medication is available over-the-counter or is prescribed by a medical practitioner. If a patient requires medication during a session, parents/caregivers must administer the medication.

#### Disaster plan:

At BK Behavior the safety and well-being of the clients and staff take first priority over all other considerations.

Employees will not be sent into hazardous areas or be required to work under hazardous conditions during emergencies or disasters.

## PERFORMANCE STANDARDS AND WORK RULES

#### License, Certification and Registration Requirements:

BK Behavior employees whose position requires or recommends them to be licensed, certified or registered in a particular field must ensure that their licensure, certification or registration remains current at all times. Employees are responsible to ensure that a copy of their current licensure, certification or registration is in their personnel file.

If an employee's licensure, certification or registration is revoked, lapses or expires for any reason, the employee must immediately notify their supervisor.

#### Cancellations, Absenteeism and Tardiness:

BK Behavior is committed to providing consistent, reliable services as scheduled and agreed upon by the patient. Once a referral is made, providers must maintain the authorized hours and schedule. This schedule will help to ensure that the child receives consistent services.

Providers should notify the family and the Case Manager as soon as they are aware of any upcoming schedule change. If ill, providers MUST inform their treatment team, case manager and parent/caregiver that they are canceling the session. Please try to provide 24-hour notice so the family can plan accordingly.

Administrative employee who will be absent from work for any reason must call their supervisor within a reasonable time period before the start time of the day. Non-exempt employees will be docked for any lost time due to tardiness. Repeated absenteeism and/or tardiness will be cause for disciplinary action, up to and including termination.

#### 48-hour Response Policy

BK Behavior expects all employees to check and respond to emails, phone calls and mailings within 48 hours. Failure to do so can result in a paycheck delivery being suspended. Employees will have to come to our office to obtain their check. Repeated unresponsiveness may result in further disciplinary action, up to and including termination.

#### Dress Code:

What we wear to work reflects the pride we have in the organization. Employees must present themselves cleanly and professionally. Clothing should be within the guidelines and be free of holes, tears, or rips. Clothes that are too revealing or inappropriate are not allowed. All employees need to present an appropriate appearance in their work environment. Inappropriate attire includes but is not limited to:

|                            |             |
|----------------------------|-------------|
| Mini-skirts                | Tight pants |
| Low-cut or tight shirts    | Leggings    |
| Bare shoulders or midriff  | Shorts      |
| Sleeveless dresses or tops | Flip Flops  |

#### Solicitation:

To ensure a productive and harmonious work environment, persons not employed by BK Behavior may not solicit or distribute literature in the workplace at any time for any purpose. The organization recognizes that employees may have interests outside the workplace, however, employees may not solicit or distribute literature concerning these activities during work time. Periodic fundraising and office pools are not subject to this policy, however, management reserves the right to limit and/or deny these activities if they feel they will interfere with work activity.

#### Termination/Resignation of Employment:

Employment at BK Behavior is for no specified time, regardless of the length of service. Just as employees are free to leave for any reason, we reserve the right to end the relationship with any employee at any time with or without notice and for any reason not prohibited by law.

For BK Behavior to make necessary arrangements to cover a resigning employee's duties and responsibilities, our company asks that an employee who voluntarily terminates their employment provide thirty days (30) notice, or at least two (2) weeks' written notice before the employee's last day of employment. If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.

#### Exit Interview:

Employees leaving BK Behavior, either voluntarily or involuntarily, may be requested to attend an exit interview conducted by a supervisor. The purposes of the exit interview are to determine the reasons for leaving (in the case of employees who resign), arrange for the return of all property, and resolve any questions regarding compensation, benefits, or other matters related to the termination.

## Benefits at Termination:

Upon termination, whether voluntary or involuntary:

- An employee will receive their final paycheck on the next regular payday following the termination date.
- All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.
- PTO may not be cashed out on termination unless required by state law.

## CLINICAL GUIDELINES

### Definition of Roles

#### Parent/Guardian:

- Receives training from BCBA on running generalization procedures for all programs
- Conducts generalization procedures for specified programs
- At least one parent/guardian will attend all parent training meetings
- Follow through with appropriate behavior plans as specified in the home environment
- Maintain open communication with BCBA and behavior technician regarding challenges with behavior interventions
- Maintain professional relationships with all staff members
- Provide reinforcers and supplies for the program

#### BCBA:

- The BCBA shall not exceed the 1:10 ratio for treatment planning and supervision. For every 10 hours of direct care, a BCBA may only provide 1 hour of treatment planning and 1 hour of supervision, unless the insurance authorizes less. For example, some insurance carriers only allow 1 hour of treatment planning per week regardless of the number of direct care hours received by the patient.
- Always refer back to referrals. We will not pay for unauthorized hours.
- If a case needs more hours than is authorized, a written request is submitted to the Clinical Director. Until the Clinical Director gives written consent for this request, hours cannot be changed.
- Timesheets are submitted within 48 hours of the session. Any timesheet submitted 7 days or more after the date of service will be paid at minimum wage. Continuous lateness of timesheets will result in corrective action.
- Session notes must be filled out entirely. Incomplete session notes may cause a delay in payment.
- It is essential for assessments and reassessments to be submitted by the requested dates. Delays in submission may cause a case to go on hold.
- Please follow the guidelines for each billing code. Sessions that do not follow the guidelines will not be paid.
- Provide a parent training session before a behavior technician enters the home. This session should be used to explain to the parents what the agency is responsible for and what the family is responsible for.

Explain to the family what to expect from the ABA program and the behavior technician. Explain to the parents that services cannot take place in unauthorized locations or when a child is ill. Service may not be used as babysitting, playdates, or as a chaperone for after-school programs. Programs may include siblings if appropriate.

- Before a behavior technician's first session, speak with the behavior technician to ensure they have basic knowledge of the patient, their goals are visible on the apps, and they can understand the goals and targets.
- The first 3 sessions of a newly assigned behavior technician should be used as a pairing. The BCBA will be at the first session. Unless the BCBA has written authorization from the Clinical Director, no more than the first 3 sessions are allowed to be used as pairing sessions.
- Before a supervision session, BCBAs will call the behavior technician each week to see how many hours of direct care were provided.
- If a BCBA feels a behavior technician is not a good fit for a case, they should contact their Case Manager.
- The Case Manager must be notified when a behavior technician or BCBA is leaving a case.
- If a family constantly cancels sessions, the BCBA should inform the Case Manager.
- If a behavior technician or BCBA gets hurt on the job, an incident report should be filled out and sent to the Clinical Director and HR
- Direct care should not be provided for longer than 5 hours on school days and 7 hours on non-school days.
- Only the Case Manager may permit a behavior technician to begin or be removed from a case.
- The BCBA must create enough goals for the sessions. A patient must have 4-6 goals for every hour of direct care.
- The BCBA is only required to provide clinical supervision related to the patient NOT supervision for behavior technicians seeking BCBA certification.
- BCBAs are required to attend at least two trainings per year.
- BCBAs may use the company office to create supplies needed for their programs. Any supplies used in a BCBA's home or office will not be reimbursed.
- The BCBA is not responsible to purchase reinforcers. The BCBA should advise parents of what is needed, and the parents are responsible to supply.
- The BCBA must get written approval from the Clinical Director to purchase reimbursable materials. The BCBA will be responsible for those materials and will be expected to return them to the company when they are no longer needed. These materials may not be used outside the session (ie. language builder cards).
- BCBAs may borrow testing tools from the company for two weeks. If the testing tools are not returned, the BCBA will be responsible to pay for their value.
- BK Behavior does not reimburse for gas, tolls, mileage or driving time. Exceptions may be granted on a case by case basis.
- If paper data was taken, the BCBA is responsible to put the written data into the electronic data collection program.

#### Behavior technician:

- Behavior technicians must follow the referral authorization. Any services performed that were not in the referral will not be paid.
- Direct care should not be provided for longer than 5 hours on school days and 7 hours on non-school days.

- Behavior technicians should begin when a new case when the first 2 hours of RBT training are completed, they have full access to the apps and the BCBA accompanies them into the patient home.
- Behavior technicians shall finish the 40-hour RBT training within the first month of their case.
- Behavior technicians may use their first three sessions for pairing. The first pairing session will be done with the BCBA.
- Session notes are required for all sessions, including pairing. Sessions for which there is not a session note will not be paid.
- Session notes shall be filled out entirely and have proper signatures. Notes that are missing information or signatures will not be accepted and may delay payment.
- Data is required for all direct care sessions except pairing. Sessions for which there is no data taken will not be paid.
- Data is taken on the electronic data collection program. If the iPad is unavailable, data is to be taken on paper. The behavior technician should inform the Case Manager and BCBA whenever the electronic data collection program was down.
- For paper data, the behavior technician may give the data to the BCBA to enter into the electronic data collection program. The paper data must be submitted by the behavior technician along with the timesheets and session notes. Timesheets must be filled out correctly with proper signatures or there may be a delay in payment.
- Timesheets and session notes shall be submitted on time. If they are late, a warning letter will be sent out. After 3 warnings, providers will be terminated.
- Any timesheet submitted 7 days or more after the date of service will be paid at minimum wage.
- Behavior technicians may not provide services if the child is ill.
- Service may not take place in a location that differs from what was authorized unless there is written permission from the Clinical Director.
- There should be 4-6 goals done for every hour of direct care or providers will not be paid for that session.
- Behavior technicians may not be used as babysitters for play dates or as a chaperone for after-school activities. These types of services will not be reimbursed.
- Behavior technicians will reach out to the BCBA if they require supervision. Supervision should be done after every 10 hours of direct care.
- If a BCBA is not providing adequate supervision, the behavior technician should reach out to the Case Manager immediately.
- If a behavior technician or child is injured during a session, an incident report will need to be completed.
- BK Behavior does not reimburse for gas, tolls, mileage or driving time. Exceptions may be granted on a case by case basis.
- The behavior technician is not responsible to purchase reinforcers for the programs. The behavior technician should advise parents of what is needed, and the parents are responsible to supply.
- Behavior technicians must always follow the dress code while working.
- If a behavior technician will be late for a session or has to cancel a session, they MUST inform the Case Manager, the patient family, and the BCBA.

### In-Home Treatment Policies and Guidelines:

- A parent/caregiver must be present in the home during the therapy session at all times, except for approved community outings.
- It is the responsibility of the parent/caregiver to provide a therapeutic environment in the home that is free from distractions or interruptions. In most cases, this includes pets or siblings that could interfere with the progress of the session. In some circumstances, the provider may request the presence of parents or siblings for training purposes.
- In some situations, problem behavior such as verbal or physical aggression, property destruction, and self-injurious behaviors may occur. Our providers are trained on how to de-escalate, manage and reduce problem behavior. Therefore, parent/caregiver intervention is discouraged in these situations unless explicitly requested by the provider in order not to disrupt treatment.
- The caregiver may be asked to provide materials for the patient that will facilitate therapeutic progress. Such materials often include edibles or other preferred items that are typically used in verbal behavior programs. The provider may also request specific items that will be necessary for specific behavioral targets.
- BK behavior is not responsible for other children or pets in the household that are not our patients.

#### Community Outings and Transportation:

Community outings are often included as a part of a patient's treatment plan (with caregiver approval) if specific goals and objectives need to be targeted in the community. These outings can occur without the parent/caregiver present if the proper consent forms have been signed. Employees are permitted to accompany a patient in a vehicle arranged for by the patient, driven by a parent/caregiver, when on public transportation/taxi, or by foot if the proper consent forms have been signed. Providers may be eligible to transport a patient in their vehicle if the provider has met the company regulations and the proper consent forms have been signed. Please contact Case Managers with any questions/concerns regarding this policy and the necessary consent forms.

#### Transportation of Patients:

Employees who transport patients in their vehicles during working hours and as part of the patient's program must be on the approved driver list. Approved drivers are those who submit proof of a good driving record from the Department of Motor Vehicles, proof of insurance, vehicle registration and a valid driver's license. Parents must sign a transportation waiver. Patients must be transported according to state and local laws, including the use of car seats and seatbelts.

#### Emergency & Crisis

In the event of an emergency during treatment (behavior/medical) the following steps must be taken:

1. If necessary, call appropriate emergency personnel
2. Notify the parent/caregiver
3. Notify the BCBA
4. By the next business day, the provider must notify their Case Manager and submit an incident report.

### **ACKNOWLEDGMENT FORM**

[page 1 of 1]

- i. By signing below, I acknowledge that I have been provided with and am obligated to read the BK Behavior Ventures Policies and Practices Guide before hiring. I understand and agree that the guide is intended to provide an overview of the organization's policies. However, it cannot and does not necessarily represent all such policies. BK Behavior Ventures may, at any time, add, change, or rescind any policy or practice at its sole discretion, without notice. I further agree that the organization's policies and practices do not create an expressed or implied contract or covenant of any type between BK Behavior Ventures and me. My employment and the terms and conditions of employment are not fixed and may be terminated or changed by the organization at any time with or without cause. The relationship is employment at will.
- ii. I agree to participate in mandatory training sessions, as needed.

Print name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_