

Godshall Professional Recruiting and
Staffing
Healthcare Employee Handbook



IMPORTANT NOTICE – PLEASE READ Revised 8/10/2015

All policies, procedures and benefits described in this Employee Handbook exist solely at the discretion of Godshall Professional Recruiting (“Company”). The Company reserves the right to modify, suspend, or eliminate any, all, or any part, of these policies, procedures, and benefits. Any disputed question arising from this Handbook, including questions of construction and interpretation will be determined by the Company’s President and or Vice President and those determinations are and will be final, binding, and conclusive. Changes to any of these policies, procedures or benefits will be communicated to GODSHALL PROFESSIONAL RECRUITING employees through standard communication channels. Policies will be reviewed annually, and any changes implemented immediately following approval.

Neither the language used in this Handbook, nor any oral statement or assurance is intended to create, nor are they to be construed to constitute, a contract or guarantee of employment, or a guarantee of any particular number of assigned hours.

Employment at GODSHALL PROFESSIONAL RECRUITING is voluntary and “at-will” meaning that all employees and the Company has the right to terminate the employment relationship at any time, with or without notice or cause. Changes in compensation, location, job duties, level of employment, and number of hours worked or assigned, or other changes do not modify the right of employees or the Company to terminate the employment relationship at any time, with or without notice or cause. Please refer to your contractual obligations outlining your assignment commitments.

Only an authorized officer of the Company has authority to enter into, or make any promises or commitments on behalf of, the Company, including with respect to employment matters. No other employee or representative of GODSHALL PROFESSIONAL RECRUITING has such authority. In addition, any agreement concerning employment by GODSHALL PROFESSIONAL RECRUITING shall not be enforceable unless it is in writing and signed by both an authorized officer of GODSHALL PROFESSIONAL RECRUITING and the employee.

The provisions contained in this Handbook supersede any and all Company policies, procedures, benefits, understandings, and agreements, whether written or oral, regarding the subject matter of this Handbook.

References to “you”, “your” and the like are references to GODSHALL PROFESSIONAL RECRUITING employees and references to “we”, “our” and the like are references to GODSHALL PROFESSIONAL RECRUITING.

You will also need to carefully read this handbook, and the acknowledgement page at the end of this Handbook; sign the duplicate acknowledgement page included and return the duplicate page to us. This page is kept in your file as part of your required documentation.

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ORIENTATION

Orientations for our Company include your review of the policies and procedures contained in this Handbook and may, but need not, include additional communications by telephone or email. Clarifications and questions concerning the provisions of this Handbook should be directed to your recruiter or any other designated person by the company. In addition to orientation to GODSHALL PROFESSIONAL RECRUITING, employees are required to attend any required orientations held by our clients and adhere to their policies and procedures. You will be required to produce evidence of your identity (government issued picture ID) upon arrival at the facility at which you are contracted.

PROOF OF IDENTITY

All employment offers are contingent upon an employee's eligibility to work in the United States in accordance with the Immigration Reform and Control Act of 1986. All applicants that are hired will need to present documentation of identity and eligibility to work in the U.S. If within three business days from date of hire employee is unable to produce identity documentation, the employee must produce within this period a receipt showing that he or she has applied for the documentation. Employees who cannot produce the actual identity documents within 90 calendar days of hire will be terminated.

REQUIRED DOCUMENTATION

Temporary employees are required to either provide and/or sign the documents listed below as part of the company's application for employment process. If you are offered employment with GODSHALL PROFESSIONAL RECRUITING your offer will be contingent upon our receipt of the documents as described. Your offer of employment may be revoked if you fail to provide GODSHALL PROFESSIONAL RECRUITING the documents on a timely basis. **Your payroll will not be processed without full and complete paperwork requirements being met.**

A Recruiter and/or another authorized representative of the Company will conduct an interview to review your clinical skills, abilities, and experience prior to employment.

After employment, GODSHALL PROFESSIONAL RECRUITING will provide Temporary Employees a courtesy notice at 30 days prior to the expiration of any required document. However, the notices are courtesy notices only and Employees are solely responsible for maintaining the required documentation in a current status and providing copies of updated documentation to GODSHALL PROFESSIONAL RECRUITING on a timely basis. If the renewed document is not received within 14 days of expiration Temporary Employees will not be allowed to report for shifts and can result in termination. Receipt of the courtesy notice referenced in this paragraph shall have no effect on any such termination decision. **All paperwork/records will be maintained in our files for a period of six (6) years.**

1. APPLICATION REQUIREMENTS:

(Please complete & return as quickly as possible)

- Copy of Resume
- Copy of Current Professional License
- At least two Professional References for GODSHALL PROFESSIONAL RECRUITING to verify by telephone
- Appropriate skills Checklist and a copy of a government approved photo identification (Skill Checklists MUST be updated yearly).

2. REQUIRED PRIOR TO ACTUAL-EMPLOYMENT:

- Signed Job Description
- Copy of the front and back of the current BCLS card and ACLS where required or any other required certifications.
- Copy of current documentation for Annual HIPAA, OSHA & JCAHO Compliance Exams, Yearly Age competency Assessment, Age competency Exam
- Signed Consent for background check, including educational background checks (for licensed independent practitioners only), and Drug Screen
DOB & SSN and the following checks: OIG Sanctions Check, Excluded Parties Check, Government Suspect List Check, and Social Security Number verification
- Drug Screen scheduled by GODSHALL PROFESSIONAL RECRUITING (results will be sent directly to GODSHALL PROFESSIONAL RECRUITING by Drug Screening Company)
- Copies of other Specialty Certifications or Licenses and a copy of stipulations met for ANY nursing or allied health discipline through ANY Board of Nursing or Regulatory Board for Allied Health Professionals.

HEALTH CLEARANCE:

Godshall requires a current PPD and drug screen on ALL clinical placements. Above that, Godshall will adhere to the individual client's health clearance requirements.

Additional health clearances may include all of some of the following:

- Copy of Hepatitis-B vaccination series or titer or a signed declination
- Copy of 2 doses of MMR vaccination or titer
- Copy of Varicella vaccination or titer per clients' request
- Copy of physical or statement of good health within the previous 12 months

- Employment Eligibility Verification (INS I-9) form with copies of supporting documentation that you have chosen from List A or List B and List C. When completing this form please only write in Section 1. Other sections are to be completed by GODSHALL PROFESSIONAL RECRUITING.
- IRS W-4 form and applicable State tax form, if required
- "Employee Handbook" signature acknowledgement page
- Insurance Waiver or enrollment form

Modules to be completed at hire and annually thereafter-

JCAHO National Patient Safety Goals	Emergency Management
Infection Control including CDC Hand Hygiene Guidelines	Environmental Safety
Cultural Diversity / Sensitivity	Fire Safety
Patient Rights & Ethical Aspects of Care	Hazardous Chemicals
Body Mechanics	HIPAA
	Age Specific Care

***For Licensed Independent Practitioners**, in addition to above requirements, signed consents will be required for GODSHALL PROFESSIONAL RECRUITING to perform NPDB (National Practitioner Data Bank) if applicable. In addition, verification, and documentation of any voluntary and involuntary relinquishment of any license or registration and voluntary and involuntary termination of hospital medical staff membership will be verified by the primary source.

In addition, references will include verification of clinical competency from knowledgeable source that practitioner has worked with. Any evidence of an unusual pattern or an excessive number of professional liability actions will be investigated and documented. GODSHALL PROFESSIONAL RECRUITING will verify from the primary source: current licensure, certification, or registration: education and/or training associated with residency or advanced practice: experience: sanction or limitations: involuntary relinquishment of any license or registration (as applicable); involuntary termination of hospital medical staff membership (as applicable).

SAFETY

GODSHALL PROFESSIONAL RECRUITING recognizes the importance of providing Employees with a safe workplace. GODSHALL PROFESSIONAL RECRUITING works closely with its Client Facilities to assess safety issues and provide guidance in those matters. All Employees are required to abide by all safety rules and regulations of GODSHALL PROFESSIONAL RECRUITING and Client Facilities and to wear all personal protective equipment required by a particular assignment or job. Safety concerns should immediately be brought to the attention of your supervisor and your Recruiter at GODSHALL PROFESSIONAL RECRUITING. Safety concerns must be documented on the Report of Incident or Compliant report (obtained through your GODSHALL PROFESSIONAL RECRUITING Recruiter) for follow up by GODSHALL PROFESSIONAL RECRUITING Management.

WORKERS' COMPENSATION

Employees are covered from their first day of employment under workers' compensation insurance, which covers industrial injury or disease/illness resulting from work activity or the work environment. There is no cost to the Employee for this insurance.

If you experience a life/limb threatening injury on the job, first seek immediate medical attention at the nearest emergency room. All Employees must then notify their facility supervisor as well as GODSHALL PROFESSIONAL RECRUITING within 24 hours of the time the injury occurred.

If the injury is not life/limb threatening, you should first seek immediate medical attention at the nearest emergency room. If you choose to seek your own medical care, your GODSHALL PROFESSIONAL RECRUITING medical benefits may not cover the cost of the care and you may be liable for your medical costs.

In addition, GODSHALL PROFESSIONAL RECRUITING reserves the right to request you see the designated medical provider of our choice. GODSHALL PROFESSIONAL RECRUITING reserves the right to require a drug test and/or alcohol test at the time treatment is sought, in certain instances.

All work-related sickness, injuries, or accidents, regardless of severity, must be reported to the GODSHALL PROFESSIONAL RECRUITING business office or the on-call GODSHALL PROFESSIONAL RECRUITING Representative within 24 hours of occurrence. During regular business hours, you may simply contact your Recruiter. All incidents will be reported to our workers compensation insurance carrier immediately.

You are responsible for writing the incident report and getting it faxed to GODSHALL PROFESSIONAL RECRUITING at (864) 527-1040. GODSHALL PROFESSIONAL RECRUITING is responsible for reporting and maintaining all documentation and records for the insurance carrier.

After GODSHALL PROFESSIONAL RECRUITING is notified of your injury, GODSHALL PROFESSIONAL RECRUITING will file a First Report of Injury with our insurance carrier within 24 hours. This will start your workers' compensation claim. For further information on injuries while on-the-job, please contact GODSHALL PROFESSIONAL RECRUITING'S business office at (864) 242-3491. You may ask to speak with a Human Resources manager for further details.

COMPLAINTS

All formal complaints must be reported to GODSHALL PROFESSIONAL RECRUITING immediately. You may also report to JCAHO, or any authoritative body that you feel is appropriate for the situation. Contact your GODSHALL PROFESSIONAL RECRUITING Recruiter and they will forward you a Compliant Form and have you complete a Complaint Report, in writing. This information will be reviewed by management, investigated (if necessary) and a resolution will be sought **immediately**. No Regular or Temporary GODSHALL PROFESSIONAL RECRUITING employee will be subjected to coercion, discrimination, reprisal, or unreasonable interruption of services for voicing complaints or recommending changes. We welcome your comments, openly, at any time. All common problems can be reported to your Recruiter at any time. We will do our best to accommodate you.

INCIDENT REPORTS/SENTINEL EVENTS

GODSHALL PROFESSIONAL RECRUITING'S risk management program is used to identify and provide notification of incidents, sentinel events or other events that have occurred involving patients, visitors, staff, your health, equipment, facilities, or grounds which are likely to affect the quality of patient care, affect safety in the facility or to give rise to potential liability.

GODSHALL PROFESSIONAL RECRUITING temporary employees are required to report and complete a Report of Incident regarding any patient or visitor who is involved in an occurrence which has caused or has the potential to cause injury or loss or damage to property, your safety, personal injuries, and work-related accidents.

Examples: Medication errors, treatment errors or any error surrounding the care of patients, your health (due to occupational illnesses, injury, safety hazards, etc.). For Incidents involving patients, the person completing the Report of Incident form should be the individual who witnessed, first discovered, or is most familiar with the incident. Contact your GODSHALL PROFESSIONAL RECRUITING Recruiter and he/she will provide you with a form to complete, in writing. Use narrative form and objectively describe the FACTS, not your JUDGEMENT OR OPINION, as to what caused the event. Use quotes where applicable when there are non-witnessed incidents ("patient states...") and include any witnesses by name. Present the report to your on-site supervisor and to your GODSHALL PROFESSIONAL RECRUITING Recruiter. Your GODSHALL PROFESSIONAL RECRUITING Recruiter will then investigate and recommend corrective action. In the event of injury, seek medical assistance immediately. The Report of Incident form should be completed no later than the end of the shift during which the incident occurred or was discovered to have occurred and must be forwarded to GODSHALL PROFESSIONAL RECRUITING within 48 hours (fax: 864-527-1040). The Report of Incident form is not part of the medical record. This is an administrative document and is not placed or reflected in the medical record. An objective description of the incident should be recorded in the medical record along with any follow-up information.

PERFORMANCE EVALUATIONS

We encourage Employees and their supervisors (including Client Facility supervisors) to discuss the Employee's job performance and goals on an informal, day-to-day basis. GODSHALL PROFESSIONAL RECRUITING will conduct annual performance evaluations of our Employees in an effort to ensure that the scope and level of services contracted for are consistently provided. GODSHALL PROFESSIONAL RECRUITING may conduct additional performance evaluations if necessary, as determined in its sole discretion. In conducting the annual performance evaluations, GODSHALL PROFESSIONAL RECRUITING may review competency through information obtained from past and current employers, peer recommendations, validation of specialty certification, testing, and ongoing performance data collection and or skills observation in partnership with customers.

GODSHALL PROFESSIONAL RECRUITING'S Employee Quality Checks completed by the Employee's supervisors (including for Temporary Employees, supervisors at Client Facilities) and elements of performance will include:

Age specific criteria for populations served; performance competencies assessed during orientation to client facility; performance competencies assessed and reassessed during assignment (techniques, procedures, technology skills, and skills needed to provide care, treatment, and services).

The Employee's adherence to the policies and procedures outlined in this Handbook:

With employee assessment based on ongoing clinical competency; when performance problems are documented and employee is unable or unwilling to improve, GODSHALL PROFESSIONAL RECRUITING will initiate steps to modify or terminate job assignment.

The Employee's job description; and other information related to the Employee's job performance, specifically including review of Report of Incidents by employee.

Upon identification and documentation, GODSHALL PROFESSIONAL RECRUITING will report any aberrant or illegal behavior to professional boards and law enforcement agencies and JCAHO (on a yearly basis). As part of the performance evaluation process, we may, among other things, discuss with the Employee his or her job tasks, recognize and encourage strengths, and negative patterns, trends, or weaknesses. Weaknesses are analyzed to provide feedback for improved performance.

CLIENT EVALUATIONS

To continuously monitor the perception of quality of services that GODSHALL PROFESSIONAL RECRUITING provides to our clients, client satisfaction evaluations will be performed annually using the Client Satisfaction Evaluation form. After results are collected by the Account Managers, and Management and New Business Development personnel will review results and resolution for improvements will be discussed along with plans to implement improvements that will be made.

WORKPLACE VIOLENCE

Nothing is more important to GODSHALL PROFESSIONAL RECRUITING than the safety and security of its Employees. Threats, threatening behavior, or acts of violence against Employees, visitors, guests, or other individuals will not be tolerated. Violations of this zero-tolerance policy will lead to disciplinary action, which may include immediate termination of employment.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Company property will be removed from the premises as quickly as safety permits, and shall remain off the premises pending the outcome of an investigation.

GODSHALL PROFESSIONAL RECRUITING will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension, or termination of employment, and/or criminal prosecution of the person or persons involved.

In carrying out these policies, it is essential that all personnel understand that no existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All Employees are responsible for notifying their supervisor or GODSHALL PROFESSIONAL RECRUITING management of any threats they have witnessed or received, or of any threats of which they are aware that another person has witnessed or received. Even without an actual threat, Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on a Company-controlled site or a Client Facility or is connected to Company employment. Employees are responsible for making this report, regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

This policy also requires all individuals who apply for or obtain a protective or restraining order which lists Company locations or Client Facilities as being protected areas, to provide a member of Company management with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. In the event a Client Facility is identified in any such document, GODSHALL PROFESSIONAL RECRUITING will inform the Client Facility. GODSHALL PROFESSIONAL RECRUITING understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting Employee(s).

TIMESHEETS

All Employees shall submit a copy of the Employee's signed (by you & clinical manager) time records for the previous week to GODSHALL PROFESSIONAL RECRUITING no later than 10:00AM on Monday EST of every week. Any time records received after 10AM on Mondays will result in a delay of the pay hours affected until the following pay period. Exceptions can be made only if you have prior approval from payroll. Fax the Time Record to GODSHALL PROFESSIONAL RECRUITING at fax number 864-527-1040 or 864-370-9753 or via email at payroll@godshall.com. There must be a separate Time Records for each week worked in order to be paid for the week.

MINIMUM EXPERIENCE REQUIREMENTS

GODSHALL PROFESSIONAL RECRUITING requires graduation from an accredited program in allied health OR 1 year of experience OR client approved length of working experience and state approved BLS Certification.

GODSHALL PROFESSIONAL RECRUITING requires a valid South Carolina nursing license in good standing for all clinic positions in addition to a state approved BLS Certification.

GODSHALL PROFESSIONAL RECRUITING requires a minimum of 1+ years of experience in specialty area and requires state approved BLS Certification and prefers AHA ACLS Certification for nursing professionals in a hospital setting.

CODE OF ETHICS

The first element of the Code of Business Ethics is putting the interests of the client facilities and ultimately the patient above our personal and individual interests. It is in the best interest of GODSHALL PROFESSIONAL RECRUITING to avoid conflicts of interest between the client hospital, Providers, and staff.

GODSHALL PROFESSIONAL RECRUITING has developed corporate compliance guidelines to supplement and reinforce our client facilities' existing policies and procedures. It is also meant to assist GODSHALL PROFESSIONAL RECRUITING comply with all applicable laws, rules, and regulations.

- All Providers are responsible for conducting their jobs in a manner reflecting standards of ethics that are consistent with accepted criteria for personal integrity.
- Preserving GODSHALL PROFESSIONAL RECRUITING reputation for integrity and professionalism is an important objective. The manner in which Providers carry out their responsibilities is as important as the results they achieve.
- All activities are to be conducted in compliance with both the letter of the law and spirit of the law, regulations, and judicial decrees.
- No Provider should, at any time take any action on behalf of GODSHALL PROFESSIONAL RECRUITING, which is known or should be known to violate any law or regulation.
- Information about healthcare provider's medical condition and history is required during the hiring process. GODSHALL PROFESSIONAL RECRUITING recognizes this health information and electronic information must be held securely and in confidence. It is the policy of GODSHALL PROFESSIONAL RECRUITING that clinical staffs' specific information is not to be released to anyone outside of GODSHALL PROFESSIONAL RECRUITING without a court order, subpoena of applicable statute.
- Marketing materials, regardless of medium, shall accurately describe the services, facilities, and resources of GODSHALL PROFESSIONAL RECRUITING.
- To maintain high standards of performance, GODSHALL PROFESSIONAL RECRUITING employs only those individuals it believes are most qualified without regard to race, color, religion, sex, age, national origin, handicap, or disability in compliance with all federal and state laws regarding discrimination.
- GODSHALL PROFESSIONAL RECRUITING is committed to maintaining a workplace environment in which Providers are free from sexual harassment.

- GODSHALL PROFESSIONAL RECRUITING will not tolerate violence or threats of violence in the workplace, including but not limited to abusive language, threats, intimidation, inappropriate gestures and/or physical fighting by any Provider. These actions are strictly prohibited and may lead to severe disciplinary action up to and including termination.
- GODSHALL PROFESSIONAL RECRUITING recognizes that its Providers and clinical staff are its most valuable assets and is committed to protecting their safety and welfare. Providers are required to report accidents and unsafe practices or conditions to their supervisors or other management staff. Timely action will be taken to correct unsafe conditions.
- Providers that are licensed or certified in any profession shall follow all applicable rules and professional codes of conduct pertaining to that profession, in addition to the rules stated herein.
- GODSHALL PROFESSIONAL RECRUITING prohibits the use or possession of illegal drugs and alcohol abuse on GODSHALL PROFESSIONAL RECRUITING property or while engaged in company activity.
- GODSHALL PROFESSIONAL RECRUITING is committed to providing initial and ongoing education for all Providers regarding their responsibilities to uphold the code of business ethics and this set of GODSHALL PROFESSIONAL RECRUITING Corporate Compliance guidelines.
- GODSHALL PROFESSIONAL RECRUITING prohibits field staff to discuss bill rates of hospitals or special rates of GODSHALL PROFESSIONAL RECRUITING with other healthcare providers.
- GODSHALL PROFESSIONAL RECRUITING prohibits field staff to discuss personal or business affairs of any Provider (field or office staff) with any individual not directly involved with the said personal or business affair.
- GODSHALL PROFESSIONAL RECRUITING is committed to protecting the privacy, confidentiality, and security of personal (education, employment, and health) information of its Providers. This policy is designed to assure compliance with applicable state and federal laws and regulations.
- GODSHALL PROFESSIONAL RECRUITING is committed to protecting its own and its client's trade secrets, proprietary information and other internal information.
- It is the desire of GODSHALL PROFESSIONAL RECRUITING to provide authorized third parties with information whenever requested while committing to our responsibility to control the release of information to protect the privacy and confidentiality of the Provider and/or corporate information.

- Providers are not authorized to issue any statement, written or oral, to any news media representative or grant any public interview pertaining to the company's operations or financial matters.

Any Provider that becomes aware of any ethical issues or unethical practices must immediately report it to their supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, because of their involvement in the situation, you should immediately contact the GODSHALL PROFESSIONAL RECRUITING Corporate Office or any other member of management.

Any Provider can raise concerns and make reports without fear of reprisal or retaliation. All reports and inquiries are handled confidentially to the greatest extent possible under the circumstances. You may choose to remain anonymous, though in some cases that can make it more difficult to follow up and ensure resolution to the situation.

GODSHALL PROFESSIONAL RECRUITING wants every Provider to report violations of our ethical or other principles whenever you see them or learn about them. In fact, it is a requirement of your employment. If you do not know whether something is a problem, please ask a member of management.

SEXUAL HARRASSMENT AND DISCRIMINATION

GODSHALL PROFESSIONAL RECRUITING is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual Harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances—verbal and/or non-verbal.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, e-mails, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as term or condition of employment;
- Submission or rejection of the conduct is used as a basis for making employment decisions, or
- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Upon experiencing or witnessing sexual or other unlawful harassment in the workplace, report it immediately to your Godshall supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the GODSHALL PROFESSIONAL RECRUITING Corporate Office or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the greatest extent possible, the alleged victim's confidentiality, that of any witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the alleged victim will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the President or any member of management so the allegation can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

EMERGENCY MANAGEMENT

In the event of widespread emergency situations or disasters, contact our number at 864-242-3491. The message will leave detailed instructions for you. You may receive a phone call from a GODSHALL PROFESSIONAL RECRUITING Emergency Management Team member to instruct you on what to do, based on the event. In addition, information will be posted on our website at www.godshall.com.

EMPLOYMENT AT WILL

All employment with GODSHALL PROFESSIONAL RECRUITING is "at-will". This means that an Employee or GODSHALL PROFESSIONAL RECRUITING may terminate the employment relationship at any time with or without cause or prior notice. No policy contained in this Handbook is intended to change or can be interpreted to change the at-will employment status of our Employees. Authorized officers of the Company are the only persons who have the authority to make any promise concerning, or to enter into any contract or agreement for, employment with GODSHALL PROFESSIONAL RECRUITING.

EMAIL, VOICEMAIL, AND COMPUTER SYSTEMS

All business equipment, electronic and telephone communication systems, and all communications and stored information transmitted, received, or contained in information systems are the property of the Company or of the respective Client Facilities and are to be used solely for job-related purposes. To the extent Employees use these resources for non-job-related purposes, there should be no expectation of personal privacy. To ensure proper use of communications systems and business equipment, the Company may monitor the use by Employees of the Company's systems and equipment from time to time.

The Company strictly prohibits non-job-related use of its software and business equipment, including but not limited to facsimiles, computers, and copy machines. Employees also are prohibited from using codes, accessing files, or retrieving any stored communication without prior clearance from an authorized officer of the Company. No Employee may use a pass code unknown to the Company and the Company reserves the right to override individual passwords or other security techniques. All passwords and codes must be disclosed to the Company in order to facilitate the Company's access to these resources.

The same level of care and professionalism should be used in preparing and transmitting e-mail or voice mail communications as in other writings. It must be remembered that email and voice mail messages may be subject to disclosure in any legal proceedings.

Confidential or proprietary information should not be transmitted using e-mail or voice mail without taking reasonable measures to protect its confidentiality and integrity.

E-mail, voice mail, the internet and any other electronic information resource may not be used for illegal activities or in any way which would be considered disruptive or offensive to others, or otherwise harmful to the working environment or in contradiction to GODSHALL PROFESSIONAL RECRUITING policy of any type. Such prohibited communications include, for example, sexually explicit or implicit or obscene images, jokes, cartoons, and messages, or anything that may be construed as harassment or disparagement based on race, color, national origin, religion, sex, age, disability, military, sexual orientation, status, or other basis protected by law.

Email, voice mail, internet access and any other electronic resource must not be used to advocate further, or otherwise support any non-company business activities.

Employees are prohibited from accessing or attempting to access the e-mail, voice mail, Internet mail, or other electronic file of other employees without prior authorization from an authorized officer of the Company.

ACCESS TO PERSONNEL FILES

GODSHALL PROFESSIONAL RECRUITING maintains a personnel file on each Employee. The personnel file includes, among other things, the Employee's resume, records of training, performance evaluations, various credentials, immunizations, etc.

Personnel files are the property of GODSHALL PROFESSIONAL RECRUITING and access by others to the information they contain is restricted. Generally, only authorized personnel, management of GODSHALL PROFESSIONAL RECRUITING or Client Facilities may review information in Employee personnel files if there is a legitimate reason to do so. It may be necessary from time to time to provide access to persons outside GODSHALL PROFESSIONAL RECRUITING or a Client Facility in response to a request from a government agency, subpoena, court order, JCAHO audit or the like; however, GODSHALL PROFESSIONAL RECRUITING will attempt to protect the privacy of Employees as much as is reasonably possible in those situations.

CONFLICT OF INTEREST

The purpose of the conflict-of-interest policy is to protect the best interest of GODSHALL PROFESSIONAL RECRUITING when it is contemplating entering into an agreement or arrangement that may benefit the private interest of an officer, director, or employee of the company. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest. If a GODSHALL PROFESSIONAL RECRUITING Officer/Director/Employee is an interested person (with respect to any entity in a healthcare system that the company serves and the Officer/Director/Employee can accomplish financial gain), he or she is an interested person with respect to all entities in the said healthcare system. If the board of Investors has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board determines that the member has in fact failed an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action up to termination of employment. This policy will be reviewed annually.

SIGNATURE PAGE / ACKNOWLEDGMENT

GODSHALL PROFESSIONAL RECRUITING has prepared this Handbook as a guide to assist you during your employment with us. It should not be read to include the finer details of each policy nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases.

THIS HANDBOOK IS NOT A CONTRACT. GODSHALL PROFESSIONAL RECRUITING reserves the right to make changes in the content or application of its policies as it deems appropriate, and these changes may be implemented even if they have not been communicated, reprinted, or substituted in the Handbook. Neither this Handbook, nor any other Company communication or practice, creates an employment contract. It is also understood that nothing in this Handbook or any other policy or communication changes the fact that employment is at-will for an indefinite period and may be terminated at any time, without cause and without notice, by you or by GODSHALL PROFESSIONAL RECRUITING.

By signing below, you acknowledge and agree that only the President, Vice President, or another authorized officer of GODSHALL PROFESSIONAL RECRUITING has any authority to (1) enter into any arrangement, agreement, contract, or the like with respect to employment with GODSHALL PROFESSIONAL RECRUITING, (2) change the at-will employment relationship, or (3) make any agreement contrary to the foregoing. In addition, you understand that GODSHALL PROFESSIONAL RECRUITING officers are authorized to make employment arrangements only in writing. You have read, understand this handbook, and further understand that receipt of the Handbook and your continued employment constitutes acceptance of any changes that may be made in content or application of the Handbook. Finally, your signature constitutes your acknowledgement and agreement that failure to adhere to the policies and procedures contained in this Handbook that are applicable to you can result in disciplinary measures, up to and including termination of employment with GODSHALL PROFESSIONAL RECRUITING. In addition, if you are a Temporary Employee, your signature below represents your acknowledgement and agreement that each time one of your assignments with a Client Facility has ended, you will notify GODSHALL PROFESSIONAL RECRUITING within 24 hours and, in addition, you will contact GODSHALL PROFESSIONAL RECRUITING at least one time per week thereafter to confirm your availability for Client Facility assignments. You understand that your failure to do so notify and stay in contact with GODSHALL PROFESSIONAL RECRUITING will mean that you are no longer available for future Client Facility assignments and that you have voluntarily terminated your employment with GODSHALL PROFESSIONAL RECRUITING.

Employee Signature

Date

Print

