

# **Eagles Nest Handbook**

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EAGLES NEST  
LOCATION AND SERVICES OF FACILITIES

LOCATIONS and HOURS:

The address for the home office for Eagles Nest is 620 Old Hickory Blvd.; Jackson, TN. The outpatient community-based business hours of Eagles Nest are 10 A.M. – 6 P.M. Tuesday through Friday. *Clinical/Administrative hours are scheduled 10 AM – 6:00 PM Tuesday* but are modified and arranged as needed to meet the needs of consumers and families.

Eagles Nest Services are provided in community-based settings, including schools, client residences and other indicated community settings.

SERVICES:

Administrative Services:

- Screening
- Mental Health Assessment
- Mental Health Psychoeducation Groups
- Individual Counseling, as requested or indicated
- Substance Abuse Services
- DUI Classes
- Case Management as requested or indicated
- Individual Counseling/Skills Building
- Group Counseling
- Case Management
- Other indicated supportive services

Prevention:

- Individual and Community Needs Assessment
- Evidence-Based Prevention Groups for consumers in need of universal, indicated, and select services

## **Section I: Introduction**

### **1.1 Purpose of this Handbook**

The purpose of this Handbook is to familiarize you with the policies and procedures, rules, expected conduct and other key aspects of Eagle's Nest (the "Company"). The information included in this Handbook supersedes all rules and policies that may have been previously communicated, expressed or implied, in both written or oral format. Compliance with this Handbook is required for all business partners. The Company reserves the right to interpret this Handbook's content as it sees fit and to deviate from policy when it deems the change or accommodation necessary.

### **1.2 Change of Policy**

Eagles Nest reserves the right to change this Handbook's content at any time at the sole discretion of the company owner. Its provisions may not be altered by any other means, oral or written. You will receive written notification of any changes made to the Handbook and you will be responsible for reading, understanding and complying with all the up-to-date policies and procedures described. Any misunderstanding or confusion regarding a matter of content will require that the Contractor contact the Owner for clarification or explanation of definition.

### **1.3 Employment Forms**

All Contractors are required to complete and submit the following forms. All forms will be provided separately from this Handbook:

**Independent Contractor Agreement**

**Employment Agreement and Acknowledgement Receipt of Employee Handbook**

As an independent contractor for Eagle's Nest you are required to present the following items upon request.

Failure to provide the below documents could alter or void the terms of any contract with the Company:

**Driver's License**

**Social Security Card**

## **Section II: Terms & Definitions**

### **2.1 1099 Status**

Acceptance of any role at Eagle's Nest requires the individual to recognize their status as a 1099 individual contractor. Please refer to your individual contract for specific detail regarding your relationship with Eagle's Nest.

## **Section III: Payroll**

### **3.1 Payment Schedules**

Payments are made based upon pre-determined agreed upon terms or upon completion of accomplished work product.

### **3.2 Paid Time Off**

Fulltime employees will receive the following paid time off annually:

Five (5) Sick Days

Five (5) Vacation Days (after one (1) Year of fulltime employment

Three (3) bereavement days for immediate family (mother, father, daughter, son, granddaughter, grandson; one (1) day for uncle, aunt, niece, nephew)

Holidays:

New Year's Day

Martin Luther King Jr. Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas

## **Section IV: Rights & Policies**

The following section summarizes your legal rights as a contractor of Eagle's Nest. Questions about any policy detailed in this section may be addressed with the Owner or with the designated Human Resource party.

#### **4.1 Equal Opportunity Policy**

The Company provides equal opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of contract employment. As a contractor, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

#### **4.2 Accommodation for Disabled Employees**

We are happy to work with otherwise qualified disabled contractors in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach the Owner or HR designee with this request, and to provide medical proof of his or her needs upon the Company's request.

We are also happy to accommodate contractors diagnosed with life-threatening illnesses. Such contractors are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

### **Section V: Rules of Conduct**

#### **5.1 On the Job Conduct**

##### **Reporting for Work**

You are expected to begin and end each shift at the time and on the day appointed. You must inform Eagle's Nest. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to possible termination of your contract. Failure to report to work for consecutive workdays will be considered voluntary resignation, and result in removal from payroll.

##### **Staying Safe**

Safety in the workplace is the Company's number one priority. You must inform the owner in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

## **5.2 Rules & Policies**

### **Confidentiality**

No previous or current contractor may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

### **Discrimination & Harassment**

In keeping with our Equal Opportunity Employment clause, the Company will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to the owner, at which point the Company will investigate and take corrective action. You are welcome to seek legal relief if you find the Company's actions inadequate.

### **Drugs & Alcohol**

Good performance on the part of our employees is crucial to Eagle's Nest's success. For this reason, we strictly forbid anyone to do the following while at work:

- Drinking alcohol and selling, purchasing or using illegal drugs at work. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.
- Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

The Company cares about the overall health and well-being of its associates. Anyone who feels that he/she is developing a substance abuse problem is urged to seek help. The Company will grant time off (within reason) for rehabilitation. Be advised, however, that this will not excuse a substance-related offense.

## **5.3 Disciplinary Action**

The Company takes disciplinary matters very seriously, and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

- Excessive lateness and/or absence

- Improper or indecent conduct
- Poor communication
- Uncooperative attitude (including insubordination)
- Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property
- Unauthorized use or disclosure of Company information
- Possession and/or use of illegal drugs, weapons or explosives
- Illegal harassment and/or discrimination - of any kind
- Violation of Company policy

Disciplinary action may consist of anything from verbal/written warnings and counselling to suspension or termination of contract. Rather than follow rote procedures, the Company will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of "Don'ts" above, and make an effort to use good judgments at all times.

Please be advised that there is a sanctions section listed in the Sanctions and Grievance Procedure Policy

#### **5.4 Workplace Inspections**

At Eagle's Nest, we have a responsibility to protect our property and interest. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

- Computers and other equipment
- Company vehicles
- Any personal possessions brought onto Company premises, such as handbags, briefcases, and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Company premises.

#### **5.5 Dress Code**

The dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients or colleagues. All are expected to dress in business casual attire unless the day's tasks require otherwise.



All who represent the company must present a clean, professional appearance. Everyone is expected to be well groomed and wear clean clothing, free of holes, tears, or other signs of wear.

Clothing with offensive or inappropriate designs or stamps are not allowed.

Clothing should not be too revealing.

Clothing and grooming styles dictated by religion or ethnicity are exempt, unless they present the body in a revealing manner.

Please note that the information included in this Handbook are for the protection of both the Contractor and the Owner. If you have questions or concerns regarding any of the content of the Handbook provided, please contact the Owner or the designated HR Consultant for clarification.

#### **Acknowledgement of Receipt of Employee Handbook**

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**Contractor**

**I understand that I have received a copy of the Eagles Nest Handbook, which contains vital information on the company's policies, procedures and benefits.**

**I understand that this Handbook's policies are intended only as guidelines, not as a contract - of employment. I understand that my contract is "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or The Company. Changes to my contract status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior inconsistent agreements.**

**I understand that the Company may change its policies, procedures and benefits at any time at its sole discretion as well as interpret or vary them as however it deems appropriate.**

**I have read (or will read) and sign and abide by all policies and procedures contained therein.**

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**Contractor**

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**Date of Signature**