



Section 1: Introduction
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Performance Driven. Patient Oriented.

Introduction

- How to Use your Employee Handbook
- Disclaimer & At-Will Status

How to use your Employee Handbook

This is your employee handbook. The information in this handbook will familiarize you with HCFS (hereinafter referred to as the Company). Attached to this handbook outlines specific policies or programs applicable only to your state. Take the necessary time now to review this handbook to become familiar with the contents. If you have any questions or comments on anything in this handbook, then contact your Manager or Human Resources.

There are five (5) Acknowledgement pages at the end of this handbook. You are required to sign, date and return these to Human Resources. Save this handbook and review it as often as needed.

No handbook can anticipate every circumstance or question about policies. As HCFS continues to grow, the need may arise and the Company reserves the right to revise, supplement, or rescind any policies or portion of this handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy, as described below, permitting you or the Company to end our employment relationship for any reason at any time.

This handbook does not constitute a Summary Plan Description for any of the employee benefits described herein. Approved Plan Documents for required benefit plans are on file with Human Resources and available upon request.

Disclaimer & At-Will Status

This employee handbook does not create, express or imply an employment contract. Nothing in this handbook should be construed to guarantee continuous employment.

Employment is “at-will.” This means that either you or the Company can terminate employment with our without notice, at any time.

This handbook is not all-inclusive and is only a set of guidelines. This July 2016 handbook supersedes any previous handbook; policies related to the same subject matter, whether written or unwritten can be changed by HCFS unilaterally, at any time, even without prior notice to employees.

None of the Company’s Managers or agents has the authority to make any binding assurances that conflict with the “at will” doctrine. Only the Chief Executive Officer (CEO) of HCFS has the authority enter into a binding employment agreement, and any such agreement is enforceable only if it is in writing and is signed by the CEO.

At its sole discretion, the Company reserves the right to revise, supplement, or discontinue any benefits referenced in this handbook.