

HIRING AND EMPLOYMENT POLICIES OF HOPE HOMES RECOVERY RESIDENCES

Thank you for considering Hope Homes as a potential employer. Here we have provided a checklist of important components of the hiring process. Please review these policies and check the box at the left to note that you have read and understand them.

- Hope Homes is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status.
- If you are the successful applicant for this position or for any other position, Hope Homes will contact you by telephone, letter, or email to extend an offer of employment to you. The offer letter will provide an overview of terms and conditions of employment.
- Like substantially all American employers, Hope Homes employs its personnel "at will." This means that you are free to leave your employment with Hope Homes at any time, and Hope Homes is free to terminate your employment at any time.
- Hope Homes embraces a zero tolerance policy on harassment. This means that any harassment of fellow employees, residents, vendors, or anyone associated in any way with Hope Homes is strictly prohibited. All complaints of harassment will be promptly, fully and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon gender, race, or sexual orientation, are subject to discipline up to and including discharge.
- Any modifications of the standard policies of Hope Homes must be approved by the President of Hope Homes. Any modifications related to your employment should be in writing signed by you and the President.
- Any intentional misstatement, misrepresentations, or other distorted information in your employment application will be considered the falsification of company documents. Persons guilty of such falsification are subject to discipline up to and including discharge.
- The means of expressing your compensation has no bearing on the length of your employment. Whether your compensation is expressed hourly, monthly, annually or otherwise, all employees are considered "at will," absent express written agreement to the contrary.
- All policies of Hope Homes are in writing. They are contained in the employee handbook and the Policies and Procedures Manual. You should not rely upon any oral representations made to you by anyone in the company, if the representation is contrary to the written policy.

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- Due to the nature of its business, Hope Homes requires all new employees to pass an initial drug screen prior to employment. Hope Homes may at any time ask you to submit to a random drug test. Likewise, if Hope Homes ever has reason to suspect your use of illegal drugs or misuse of legal ones, or your use of alcohol during work hours, Hope Homes has the right to require you to submit to drug and/or alcohol testing. If any employee concludes that he or she has a problem with alcohol or other substance abuse, the employee may consult privately with the president. Hope Homes will make accommodation for treatment at the employee's expense.

I have acknowledged my understanding of the foregoing principles and policies by checking the appropriate boxes. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment.

Candidate's Signature: _____ Date: _____