



EMPLOYEE HANDBOOK

Effective Date: 05/26/2005

Log Cabin Animal Hospital Employee Handbook

Welcome to Log Cabin Animal Hospital

The following pages contain information regarding many of the policies and procedures of Log Cabin Animal Hospital. These policies are a condition of employment. Labor relation laws require that all employees maintain a written policy that is applied non-indiscriminately to all employees.

If you have questions or need assistance reviewing this document please contact the management at 317-570-8035.

Office hours are:

Monday, Friday: 8 am to 6 pm.

Wednesday : 8 am to 2 pm

Tuesday, Thursday: 7 am to 7 pm

Saturday: 8 am to 2 pm.

Sunday: Closed

Our main phone number is 317-570-8035.

For life threatening emergencies call 911.

For facility emergencies, please contact the management, Dr. Sandor Gal's cell phone number: (317) 710-8851

Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of Log Cabin Animal Hospital. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. Log Cabin Animal Hospital reserves the right to change employment policies, procedures, benefits or this manual at any time. Employees will be notified of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

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Introduction

Log Cabin Animal Hospital Mission Statement

To offer the best and most complete individualized pet health care with a commitment to lifelong learning and dedication to serve the pets and their owners at the highest and most affordable level of care. This responsibility includes educating pet owners on an ongoing basis.

Career Opportunities

It is our desire to see each and every employee achieve his or her highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter you from doing your best work. All concerns may be expressed through our open door policy. Management at Log Cabin Animal Hospital maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input. If you feel you have been discriminated against in any way you are encouraged to express concern through this open door policy.

Code of Conduct

Employees of Log Cabin Animal Hospital are to conduct themselves in a responsible, professional and ethical manner. Report unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by appropriate Log Cabin Animal Hospital management team members. The management team will determine appropriate means for proper resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

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Employment

Equal Opportunity Employment

Employees are hired based solely on Log Cabin Animal Hospital's personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to age, race, color, religion, sex, national origin or disability when making decisions regarding termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to the Hospital Manager.

Eligibility For Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

Familial Employment

Log Cabin Animal Hospital does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the management team.

Criminal Convictions

Criminal convictions are taken seriously at Log Cabin Animal Hospital. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in an automatic termination. Log Cabin Animal Hospital will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Violence

Threats of violence and acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or the Human Resources department.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A "weapon" can also be

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any object which would do harm to another when used as such. Log Cabin Animal Hospital shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or on company premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your immediate supervisor.

Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of Log Cabin Animal Hospital. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor.

Sexual and Other Unlawful Harassment

It is Log Cabin Animal Hospital’s objective to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

If you or a co-worker experience what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your immediate supervisor. Log Cabin Animal Hospital will investigate any employee, regardless of job position when such allegations are made. Based on available information, Log Cabin Animal Hospital will take appropriate action and communicate on a need-to-know basis.

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Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

Domestic Violence Statement

Log Cabin Animal Hospital recognizes that domestic violence can have an adverse impact on employee job performances and may also impact co-worker's performance.

Log Cabin Animal Hospital will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

Employment Evaluation

All employees will be under "evaluation" for the first three months of employment. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers. At the end of the evaluation period, you may be invited to become a full time employee, which may entitle you to additional benefits. In the event your evaluation information indicates you do not qualify, your employment will be terminated.

Personnel File

Log Cabin Animal Hospital maintains a confidential personnel file for each employee. Files are controlled by the Hospital Manager. Employees must acquire permission to view his or her personnel file from the Hospital Manager. These files are the property of Log Cabin Animal Hospital; no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential; access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Policies & Procedures

Attendance

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify your immediate supervisor as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

Parking

Log Cabin Animal Hospital employees are required to park in the employee parking area at the rear of the building. All other parking is reserved for customers and visitors.

Work Schedule Requirements

With variations in workload based on demand from our customers, it is our responsibility to deliver appropriate medical care to all patients during all

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business hours. As a result, you may be required to work overtime or leave before your shift is completed, be it pre-planned or spontaneous.

Overtime is mandatory when required; it is a condition of employment. At times when demand is low, employees that do not have a specific task to complete will be sent home. Time spent idle during shifts will not be tolerated.

Staff Meetings

Group meetings of several employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Written notification for mandatory meetings will be distributed in advance. All employees are required to attend, when requested, even if it is not during their scheduled work hours.

Suggestions

Log Cabin Animal Hospital always encourages employees to submit suggestions, comments or new ideas that may benefit the company or working conditions. If you wish to remain anonymous, every precaution will be made to preserve your privacy. Management will check the company email, as well as company intranet on a regular basis for new submissions.

Time Cards

All employees are required to turn in bi-weekly time cards reflecting hours worked unless authorized to be exempt, as with supervisory and management personnel. For vacation, paid leave or holidays, time cards must be turned in accounting for these days/hours.

Lunch Break

Regardless of shift worked, all employees are required to take a lunch break. Lunch breaks are for one hour. Schedules may vary from employee to employee based on work schedule. It is the responsibility of your immediate supervisor to establish your lunch break schedule.

Workplace Dress Code

Log Cabin Animal Hospital encourages employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire should be worn at all times in keeping with commonly recognized standards. If you interface with clients or are scheduled to meet with clients on an occasional basis, be prepared and dress appropriately. Be considerate of the company's image as well as your image with customers and your co-workers. Name tags are required.

Medical Attention

Log Cabin Animal Hospital requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

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Compensation

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and Log Cabin Animal Hospital. Raises also, are based on performance, growth and productivity. All requests for salary increases and/or promotion will be fairly considered by supervisors. Employment is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

Overtime

Hours of work performed by hourly employees, over 40 hours in any seven-day period, qualify for payment at a rate of 150% of the employee's regular hourly pay. All overtime must be approved in advance by your immediate supervisor to qualify.

All hours during a workweek that are calculated in the total for overtime must be hours actually worked. Vacation, sick days, personal days to any other non-working benefit days do not count in the calculation of overtime.

Wage and Salary Disclosure

Compensation programs are confidential between the employee and Log Cabin Animal Hospital. Disclosure of wages or compensation to any third party or other employee is prohibited and could be grounds for termination.

Payroll Schedules

Employees are paid every two weeks. Regardless of shift schedule, the workweek begins Monday and ends Sunday. Payday is every other Friday. In the event payday falls on a holiday, paychecks will be distributed before the holiday.

Your Paycheck

Payroll checks shall be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages, as will any voluntary deductions.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, Log Cabin Animal Hospital withholds taxes from employee earnings, as well as social security (FICA) and Medicare. Log Cabin Animal Hospital also participates in matching programs as required.

IRA's - Individual Retirement Accounts

Log Cabin Animal Hospital encourages employees to plan for retirement. IRA saving programs offer the employee advantages for retirement as well as tax savings at the time of purchase. Contact the Hospital Manager for details and information regarding automatic payroll deductions.

Performance & Evaluation Reviews

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your

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department and Log Cabin Animal Hospital are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

Reimbursement of Expenses

Expenses to be reimbursed by Log Cabin Animal Hospital must be approved in writing prior to expenditure. To receive reimbursement you must furnish the Hospital Manager with two items: receipts for all expenses (other than per diem or mileage) and a properly completed expense form (available from your immediate supervisor).

We appreciate your expenditures on behalf of Log Cabin Animal Hospital and will make every effort to reimburse you in a most timely fashion.

If you require an advance for expenses, see your immediate supervisor.

Reporting Personal Information Changes

Employees must notify the Hospital Manager whenever there is a change in their personal information on file with Log Cabin Animal Hospital. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage's.

Gifts, Entertainment & Meals

Log Cabin Animal Hospital employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any customers or suppliers of Log Cabin Animal Hospital, except as approved by the Hospital Manager. If you or a co-worker are approached to give or receive such gifts you are required to request permission from the Hospital Manager.

Visitors

Due to the nature of our business, visitors are occasionally allowed in restricted areas. All visitors must be accompanied by an employee at all times while in restricted areas. Notify a supervisor immediately if you become aware of any unauthorized visitors in restricted areas.

Personal Property

Log Cabin Animal Hospital is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by Log Cabin Animal Hospital, will be removed without notice. As always, be considerate of the company's image as well as your image with customers and co-workers.

Personal Safety

At Log Cabin Animal Hospital the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with your

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immediate supervisor or the Hospital Manager. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor.

Food & Beverage

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, pharmaceutical and laboratory storage areas or production equipment. In all other areas, employees should be mindful of potential business visitors within the work area. Meals should be eaten in the specified lunch area.

Smoking

Smoking is not allowed in Log Cabin Animal Hospital facilities. Smoking is allowed only in designated areas outdoors. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles.

Company Property

Confidential Information Security

As a matter of course employees of Log Cabin Animal Hospital will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, client lists, contractual agreements, intellectual property and marketing/sales strategies. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of Log Cabin Animal Hospital confidential information without express written approval is prohibited.

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm.

Report any potential security risks to your immediate supervisor.

Office Supplies, Postage & Company Accounts

Log Cabin Animal Hospital postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for company business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

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Company Equipment

Company property, such as laser printers, copiers, computers and all production tools, are to be used for Log Cabin Animal Hospital business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing company property see your immediate supervisor.

Phone Systems, Voice Mail and Personal Calls

Telephone systems, equipment and operators are in place to provide business services of the company. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks.

Long distance calls for personal use are prohibited.

Conservation and Medical Waste

Conserving energy and resources is a priority at Log Cabin Animal Hospital. Employees are required to conserve power and water in all reasonable ways. Containers are marked for various materials, including medical waste. Please be certain to separate all recyclables and medical waste and put them into the appropriate containers.

Computer Related

Computers and Related Equipment

Log Cabin Animal Hospital provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of Log Cabin Animal Hospital. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination. Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor. Employees shall not use company systems to knowingly violate any city, state or federal laws. Computer games and personal software may not be installed on company equipment. Company equipment shall not be used to create or store personal information or projects. Company equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material. Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor. Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

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Internet

Company computer systems, connected to the Internet, are connected for business purpose only. Accessing the Internet for personal use during working hours is prohibited. Employees may access the Internet for personal use only when on a designated break. This Internet use is limited to the statements above. Conducting company business on the Internet must be done following all guidelines and policies for conducting business in conventional settings. Do not expect privacy on company computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system. Log Cabin Animal Hospital maintains the right to limit Internet access. Log Cabin Animal Hospital will comply with any reasonable requests from law enforcement to review Internet activities of any employee. While accessing the Internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent Log Cabin Animal Hospital to the world at large while on-line. For protection of Log Cabin Animal Hospital's network and proprietary information, security measures have been installed on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

E-mail & Electronic Communication

Company provided email is provided for business purposes only. Personal use should be kept to an absolute minimum. All emails, sent or received, are company records and as such, are accessible to appropriate staff members. Chat room participation is prohibited except for business related forums, which require approval from your immediate supervisor.

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at Log Cabin Animal Hospital. To qualify for these leave of absence benefits the employee must be a full time employee and have completed a minimum of ninety (90) days continuous employment with Log Cabin Animal Hospital. Full time employees are employees who have been assigned a regular 40-hour per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. Log Cabin Animal Hospital reserves the right to, without notice, revise these leave of absence policies.

If you have questions contact the Hospital Manager.

Personal Leave of Absence

Log Cabin Animal Hospital will make every reasonable effort to consider personal leave of absence. Apply for unpaid personal leave of absence authorization from the Hospital Manager. Many factors are considered when determining eligibility for personal leave of absence and is granted or denied

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solely at the discretion of Log Cabin Animal Hospital. When granted, the maximum allowable is 30 days per calendar year.

Personal and Sick Days

Log Cabin Animal Hospital grants full-time employees a limited number of days that can be taken for personal or sick leave. Each full-time employee is allowed 3 days per year to be used as either personal leave or time off for illness. Employees must have worked at least ninety (90) days to be eligible. Please contact your immediate supervisor to request time off. At the end of employment with Log Cabin Animal Hospital, employees will not be paid for unused sick leave or personal days. If you are sick and unable to attend work or if you must leave before the end of your shift because of illness, notify your immediate supervisor as early as reasonably possible.

Vacation

Vacation benefits are earned at a rate of one day of vacation leave for every 2 complete calendar months worked. Eligible employees can earn up to six days of vacation per year. Unused vacation leave may not be carried to the next year. At the end of employment with Log Cabin Animal Hospital, employees will not be paid for unused vacation days. Please contact your immediate supervisor to determine eligibility and request time off. Vacation requests will be accepted on a first come, first served basis.

Additional non-paid vacation days may be considered in order to extend vacations providing you acquire approval from your immediate supervisor. Workloads are considered when choosing to grant or deny these requests. Paid company holidays that occur during your vacation are not counted as vacation days.

Unpaid Family & Medical Leave

Log Cabin Animal Hospital employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993. Consult the Hospital Manager for details and notify your immediate supervisor if you choose to take this unpaid leave of absence.

Funeral Leave

Log Cabin Animal Hospital will provide reasonable time off for employees to attend funerals of friends and loved ones. In the event of a death in the immediate family of the employee, up to three days paid time off may be granted to attend to family matters and funeral arrangements. Additional unpaid time off may also be granted. Contact the Hospital Manager concerning your specific needs.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

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Military Duty

In accordance with requirements of law, Log Cabin Animal Hospital will provide military leave of absence and reinstatement for qualifying employees.

Severe Weather Closings

In the event the company must close for the day due to severe weather or emergencies, the company will make every reasonable effort to notify you.

If weather conditions are so severe that you are unable to travel to work, contact your immediate supervisor.

Benefits

Overview

Benefits provided to employees are provided at the will of Log Cabin Animal Hospital and Log Cabin Animal Hospital reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

Eligibility

To qualify for benefits an employee must be considered full time and have completed a minimum of ninety (90) days continuous employment with Log Cabin Animal Hospital. To qualify for vacation benefits a full time employee must have completed one full year continuous employment. Full time employees are employees who have been assigned a regular 40-hour per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. Log Cabin Animal Hospital reserves the right to, without notice, revise these eligibility requirements.

If you have questions contact the management team.

Group Medical Insurance

Log Cabin Animal Hospital does not offer group medical insurance benefits to employees. It is the responsibility of each employee to provide his or her own medical coverage. However, a percentage of each employee's individual health insurance will be reimbursed monthly (up to 80% of individual medical insurance monthly policy payments will be reimbursed or paid by LCAH)

401K Plan

Log Cabin Animal Hospital offers a 401K plan for all employees.

Retirement

Log Cabin Animal Hospital does not offer a retirement plan at this time.

Worker's Compensation

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State and federal law governs eligibility requirements. All premium costs are paid by Log Cabin Animal Hospital. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician. Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee’s claim. Report all accidents or injuries to your immediate supervisor.

Holidays

Log Cabin Animal Hospital provides the following holiday schedule for all employees. Eligible employees qualify for paid days. Non-qualifying employees are required to take the days off without pay unless otherwise approved in writing by your immediate supervisor.

Holiday Schedule:

New Year's Day	Paid
Memorial Day	Paid
Independence Day	Paid
Labor Day	Paid
Thanksgiving Day	Paid
Christmas Eve	Half day - Non Paid
Christmas Day	Paid

Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed the preceding Friday. Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from their immediate supervisor for time away from work. However a maximum of 6 holidays will be paid to any employee.

Employee Discounts

Log Cabin Animal Hospital offers full-time employees a discount on our products and services. In order to receive these discounts, an invoice must be created *and* paid for when products are purchased or services rendered.

Discounts are as following:

Full-time support staff:

- 50% off all laboratory, diagnostic, surgery and hospitalization services
- 50% off all prescription medications (client cost + Rx fill fee divided by 2)
- Frontline, Heartgard, OTC products, and food will be sold at cost.

Doctors and owners:

All items at cost; services (such as surgeries and dentistry) that require the use of our support staff will be 50% off client cost.

Family:

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Family members of full-time employees will be given a 25% discount off all services.

Discipline Policies

Problem Resolutions

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Hospital Manager. The Hospital Manager will gather and review all information and provide a solution with the best interest of all parties. If a supervisor is involved as a party in the initial dispute, it must be turned over to the Hospital Manager at the outset. Decisions of the management team will be final.

Violation of Company Policy

Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the management team. All appeals must be in writing clearly defining the reason you believe the charge was false.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Termination

Employees of Log Cabin Animal Hospital are not given tenure. The employee of Log Cabin Animal Hospital may choose to terminate employment at any time. Employees choosing to terminate their employment with Log Cabin Animal Hospital are required to return all company property to their immediate supervisor before leaving the premises on their final day of employment. Upon receipt of all company owned property, the employee will receive their final paycheck at the conclusion of that pay period. Log Cabin Animal Hospital may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck, will be given to the employee upon receipt of all company owned property. The management team will provide opportunity to all employees leaving Log Cabin

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Animal Hospital to have an exit interview. Request for exit interviews must be made with reasonable time for the Hospital Manager to schedule the interview.

Log Cabin Animal Hospital considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

Acknowledgement

I have read the policies outlined in this handbook. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that Log Cabin Animal Hospital may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with Log Cabin Animal Hospital representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

Log Cabin Animal Hospital reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

**Log Cabin Animal Hospital
Drug Testing Policy**

Current and prospective employees who now work, would work if engaged, or in the near future may possibly work, in safety-sensitive areas will be asked to submit to drug and alcohol testing per Log Cabin Animal Hospital's policy. Prospective employees will not be asked to submit to testing unless an offer of employment has been made. Negative test results for drugs and/or alcohol are a condition of employment. This policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Not all Log Cabin Animal Hospital employees are subject to drug and alcohol testing. Employees who do work, would work if engaged, or at sometime in the near future may possibly work, in the following areas or job positions are subject to drug and alcohol testing:

Any drug and/or alcohol testing requested by Log Cabin Animal Hospital will be paid for by Log Cabin Animal Hospital and conducted by a laboratory licensed by the state.

Log Cabin Animal Hospital's drug and alcohol testing program is limited to testing for the following:

Other substances found, will not be reported.

Each employee asked to submit to a drug or alcohol test will be notified of their results by Log Cabin Animal Hospital within _____ of receiving the lab results. Every reasonable effort will be made by Log Cabin Animal Hospital to maintain confidentiality regarding results. If the test results are confirmed positive, the employee will be given the opportunity to explain. The employee may also have the same sample retested at a laboratory of the employee's choice, providing the lab is licensed by the state.

Log Cabin Animal Hospital does not tolerate the use of alcohol or nonprescription drugs on company premises or during work hours at any other employment location as required by Log Cabin Animal Hospital. If an employee is suspected of working while under the influence of illegal drugs and/or alcohol, the employee may be suspended and required to submit to a drug and/or alcohol test. Suspension shall be without pay until the results of the test are obtained by Log Cabin Animal Hospital. If the results are negative, the employee will be reinstated and compensated for normal hours of work missed as a result of the suspension. Positive test results may result in termination of employment.

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All employees and prospective employees are hereby notified that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Results will be sent to federal agencies as required by federal law. In all other instances every reasonable effort will be made by Log Cabin Animal Hospital to protect the confidentiality of the information.

Log Cabin Animal Hospital
11060 Fall Creek Road
Indianapolis, IN 46256

(317) 570-8035

Drug Test Consent Form

I, _____ have applied for employment with Log Cabin Animal Hospital. I understand that as a condition for my being considered for employment at the position for which I am applying, I may be required to undergo drug and/or alcohol testing. I willingly agree to this testing and understand that if my test results are positive, I shall not be considered further by Log Cabin Animal Hospital for this position.

I hereby authorize any laboratory, physician or medical professional retained by Log Cabin Animal Hospital to conduct such testing and to provide the results to Log Cabin Animal Hospital. I further release Log Cabin Animal Hospital and any person affiliated with Log Cabin Animal Hospital and any such institution or person conducting the testing, from liability therefore.

Signature

Date

Applicant Name (Please print)

Non-Compete and Nondisclosure Agreement

Section I.

For valuable consideration and as an inducement for employment by Log Cabin Animal Hospital, **EMPLOYEE NAME** acknowledges that Log Cabin Animal Hospital may disclose trade secrets, client lists, engineering research results, vendor lists or other confidential material, and agrees to retain said information as confidential and agrees not to disclose same to any third party. **EMPLOYEE NAME** further agrees to make every reasonable effort to prevent accidental disclosure.

EMPLOYEE NAME agrees to put forth their best efforts to perform the job functions of

_____.

while abiding by the non-compete and nondisclosure terms of this agreement.

Log Cabin Animal Hospital agrees to compensate **EMPLOYEE NAME** as follows:

_____.

Section II.

Upon expiration or termination of this agreement and for a period of _____ years following employment, **EMPLOYEE NAME** agrees not to compete with Log Cabin Animal Hospital within a 7 mile radius of Log Cabin Animal Hospital.

The non-compete clause will not apply if this agreement is terminated as a result of Log Cabin Animal Hospital violating the terms of this agreement.

Competition is defined, for the purpose of this agreement, as having ownership in, being employed by, managing, consulting for or rendering services to any organization or individual that is or was a client of Log Cabin Animal Hospital during **EMPLOYEE NAME**'s employment with Log Cabin Animal Hospital or for any other business substantially similar to or competitive with Log Cabin Animal Hospital or any of the following types of business:

Section III.

EMPLOYEE NAME agrees to compensate Log Cabin Animal Hospital damages in the amount of \$ _____ for each violation of the non-compete covenant of section II.

Section IV. This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.

Log Cabin Animal Hospital Employee Handbook

In witness whereof, **EMPLOYEE NAME** and Log Cabin Animal Hospital have signed this agreement.

Log Cabin Animal Hospital Date

EMPLOYEE NAME Date