



Light Angels Corp.

Employee Handbook

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Section 1. Introduction

1.1. Purpose of this Handbook

The purpose of this handbook is to familiarize you - the employee - with the policies, rules and other key aspects of Light Angels Corp. (the "Company"). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. The Company reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy when it deems necessary.

1.2 Changes of Policy

Light Angels Corp. reserve the right to change this handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Human Resources Manager.

1.3 Employment Forms

All new employees are required to complete and submit the following forms. Starred (*) forms can be found at the end of this manual. All others have been or will be provided separately.

*At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook **

Employment Eligibility Form I-9

On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility within the next three business days. The same policy applies to re-hired employees whose I-9's are over three years old or otherwise invalid.

Non-Disclosure Agreement

This agreement prohibits the unauthorized disclosure of confidential Company information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the Internet.

Section 2. Terms & Definitions

Light Angels Corp. typically employs less than 20 employees regular and temporary employees on an "at-will" basis. This section defines the terms of "at-will" employment, as well as the different types of employees we hire.

2.1 Definition of "At-Will" Employment

The job of an "at-will" employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by the Company. The Company also reserves the right to alter an "at-will" employee's benefits, pay rate, and assignments as it sees fit. The "at-will" terms of an employee's employment may only be changed by the President, CEO or CFO, and must be signed by the President or the CEO.

2.2 Types of Worker

This section distinguishes between the different types of workers the Company employs. Employee status is established at the time of hire and may only be altered via a written statement signed by the Company.

Exempt vs Non-Exempt

The majority of employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by particular standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

Regular vs. Temporary

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least 40 hours per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an "at-will" basis (defined above).

Independent Contractors & Consultants

Independent contractors and consultants are not Company employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Company direction, and control their own methods, materials and schedules. They are not eligible for Company benefits.

Section 3. Payroll

3.1 Payment Schedule

Employees are paid weekly generally on Friday. In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

3.2 Wages

Wages vary from employee to employee and are based on level of skill and experience. The Company conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact Edgar Villa to discuss.

In addition to regular pay, employees may have the option of earning overtime pay.

Overtime

A non-exempt employee may work overtime on the terms defined by Texas law *pending prior authorization by his or her manager*.

3.3 Deductions & Garnishment

Federal and state law requires that we deduct the following from every paycheck:

- Social Security
- Income tax (federal and state)
- Medicare
- State Disability Insurance & Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to Accounting.

Wage Garnishment

Sometimes, the Company receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

Section 4. Rights & Policies

The following section summarizes your legal rights as an employee of Light Angels Corp.. Questions about any policy detailed in this section may be addressed with a Human Resources representative.

4.1 Equal Opportunity Employment Policy

The Company provides equal employment 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 employment. As an employee, 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 employees in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon the Company's request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees 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.

4.3 Employment of Minors

Our policy on employment of minors adheres to all FLSA standards, including the following:

- Minimum employment age (14 for non-agricultural work)
- Maximum weekly hours for employees under 16
- Minimum hazardous job employment age (18)
- Sub-minimum wage standards for students, apprentices, disabled employees, and employees under the age of 20.

4.4 Employment of Relatives

The employment of relatives can prove problematic, particularly situations where relatives share a department or a hierarchical relationship. The Company will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she become a co-worker's relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one relative's resignation in order to remedy the situation.

4.5 Religion & Politics

Light Angels Corp. is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Company in any way, as well as engage in religious and political topics with the Company's Clients.

We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance.

4.6 Private Information

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment in advance with Human Resources. A Company-appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Company premises. You may not alter your files, although you may add comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

4.7 Leaves of Absence

Employees requiring time off from work may apply for a leave of absence.

All leaves must be approved by management. For planned leaves, employees must submit requests at least 3 days in advance. Emergency leaves must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation.

We consider all requests in terms of effect on the Company and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's health care provider. Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, the Company will try to reinstate each returning employee in his or her old position, or one that is comparable.

Below are the three main types of leave that Light Angels Corp. offers employees. Some, but not all, are governed by law.

Work-Related Sickness & Injury

Employees eligible for Worker's Compensation rendered unable to work because of work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under the Family and Medical Leave Act.

Maternity

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest and recovery from childbirth.

Election Days

Provided an employee's schedule does not allow time for voting outside of work, and that he/she is a registered voter, he/she may take up to two hours, with pay, at the beginning or end of a workday, to vote in local, state or national elections.

Section 5. Employment Benefits

The following is merely an overview of the Company's benefits package. It does not contain all relevant information. Please contact to obtain all details.

5.1 Unemployment Insurance

Employees rendered unemployed through no fault of their own or due to circumstances described by law, receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any), and duration.

5.2 Workers' Compensation

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. Light Angels Corp. provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance in injured employees in returning to suitable employment.

5.3 Social Security Benefits (FICA)

Both employees and the Company contribute funds to the federal Social Security Program, which provides retirees with benefit payments and medical coverage.

Section 6. Rules of Conduct

6.1 On the Job

Reporting for Work

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor *before* the start of the work day if you will be absent or late, and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's supervisor or 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 your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

Meals & Breaks

Unless defined otherwise by Texas state law, non-exempt employees are entitled to a paid 10-minute break for every four hours of work, as well as a 30-minute meal break for any shift lasting longer than five hours.

Cell Phone Use

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may only be used during breaks and meal periods, away from where others are working. If cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

Employees who receive Company cell phones should strive to use them for Company business only. All

phones must be shut off during meetings.

6.2 Rules & Policies

Confidentiality

No previous or current employee 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 behaviour 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 your supervisor, 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 Light Angels Corp.'s success. For this reason, we strictly forbid employees 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 employees. Any employee 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. In some cases, completion of Company-approved rehabilitation program may serve as an alternative to termination.

**Any piece of Company property, including Company vehicles, as well as during work hours.*

6.3 Disciplinary Action

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

- Excessive lateness and/or absence
 - Employees are to show up to work in their assigned shift, no call no show are grounds for immediate termination.
 - Each employee is responsible for their shift, this includes holidays and/or special events.
- Improper or indecent conduct

- Poor communication
 - It is important to relay any information that with aide the next shift employee, such as reminder of medication, hygiene, meals, exercise, hydration and/or any seasonal activities with the client.
- Uncooperative attitude
-
- 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 demotion, transfer, suspension or termination. 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 time.

Workplace Inspections

At Light Angels Corp., we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

- Offices
- 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.

Section 7. Dress Code

7.1 Introduction to Dress Code

To ensure that Light Angels staff are aware of the policy with regard to staff uniforms and to clarify arrangements in relation to non-uniform areas.

This document aims to set out Light Angels' policy concerning staff uniforms and clarify the situation about non-uniform arrangements.

Light Angels is committed to fair and equitable treatment of all members of staff irrespective of age, gender, marital status, disability, race, color, ethnicity, or sexual orientation and will therefore respect an individual's preference or requirement for customary dress, to be worn for cultural or religious reasons, subject to the depreciation of health, safety, and infection risks. Deviations from standard practice should be discussed with the appropriate management team member.

7.2 Statement of Intent

This policy aims to indicate standards of dress expected of Light Angels staff based upon the objectives of client safety, public confidence, and staff comfort.

Staff are responsible for minimizing the risk of infection, injury, and ill health to clients, other persons, and themselves whilst at work. Therefore, risks associated with items of clothing or accessories must be considered as part of a risk assessment process in relation to activities being carried out, whether in a clinical or non-clinical setting.

Presentation and appearance may impact public perceptions of competence, hygiene, and skill. This can influence perceptions of the quality of the activities being undertaken or of the service being delivered. Staff are required to present a positive, professional image in order to encourage client and public confidence in Light Angels and its workforce. A clean, modest, bright appearance promotes a high standard of behavior and engenders self-confidence amongst the crew. Staff should also demonstrate sensitivity to the needs of clients, relatives/carers, other staff, and the sphere of work and avoid wearing anything that could be construed as inappropriate, provocative, or offensive.

Staff should, as far as possible, be comfortable in their uniforms and work clothes. Work wear should be safe, fit for purpose, and appropriate to the duties undertaken. Uniforms should be suited to the demands made upon staff, and cultural practices should be accommodated to ensure staff feel comfortable.

Members of staff working on behalf of Light Angels are required to enhance the profile of Light Angels services. Clothes worn should promote dignity and professionalism and demonstrate a positive image at all times.

7.3 Definitions

A uniform is clothing wear that the staff must wear at all times while they are on duty.

Staff are involved in direct client care when engaging with service users in a variety of settings, such as the client's own home.

7.4 All Staff

All staff are responsible for implementing and upholding the principles in this policy. If unsure of the suitability of a particular item of clothing for work, the staff member should check with the manager.

Failure to uphold and/or adhere to appropriate standards of dress may result in formal disciplinary action being taken.

7.5 Managers

Managers are responsible for making staff aware of the policy and expectations during the local induction process and as/when changes occur. They should make informal assessments of the dress and appearance of staff working within the team. Assessments will be taken into consideration.

Any concerns regarding dress code or appearance of staff, including clothing, footwear, jewelry, tattoos, body piercing, or general appearance, are to be discussed with the individual in the first instance.

A letter confirming the information discussion will be given to the individual, and a copy will be retained on the member of staff's personal file. If the concern raised by the manager constitutes a health and safety risk, the individual will be required to make appropriate changes immediately.

7.6 General Guidance

Non-uniform Workwear

Non-uniformed staff are required to dress in clothing for work purposes. Staff should be clean, presentable, and professional. Clothing should be practical but as comfortable as possible to enable staff to perform to the best of their ability.

Torn clothing is unacceptable.

Skirts, dresses, or shorts are to be knee-length or below. Trousers are to be smart casual.

No denim is to be worn.

Underwear/undergarments should not be exposed. Midriffs are not to be revealed.

Necklines are to be discreet

Shirts, polo shirts, and t-shirts are to be innovative in appearance

Clothing should not be able to be construed as provocative or offensive, including clothes with inappropriate writing, logos, or designs.

7.7 Uniform Guidance

Staff should wear uniforms and/or scrubs. These should be clean and fit for purpose, in accordance with the *Health and Social Care Act 2008*.

Uniforms should be worn in the community when carrying out tasks on duty, for example, when shopping while for groceries.

Managers should ensure that uniforms comply as required.

Additional Guidance Relating to Direct Client Care

For hygiene and infection control reasons, when engaging in direct client care, staff should be bare below the elbows, and work wear should not unintentionally come into contact with clients. Clothing should be clean at the start of each shift.

The following points should be followed;

Clothing should enable staff to carry out all necessary actions, such as bending and reaching, without compromising the staff member's or client's dignity.

Ties should not be worn, as pathogens can infect these, could accidentally come into contact with clients, and are rarely laundered.

Staff should not carry pens, scissors, or other sharp or hard objects outside of shirt pockets but instead inside clothing or hip pockets. This prevents injury or discomfort to clients.

Staff should change immediately if clothing becomes visibly soiled or contaminated, as dirty clothing may be an infection risk and can cause client concern.

Where, for religious reasons, staff wish to cover their forearms or wear a bracelet when not engaged in client care, they should ensure that sleeves or jewelry can be pushed up above the elbow and secured in place for hand washing and direct client care.

7.8 Name Badges

While on duty, all staff must wear Light Angels photographic identification, which also shows their name and work role. This is helpful for clients, relatives, and carers and further promotes safety.

Staff whose work involves tasks where wearing this could pose a health and safety risk will carry their identification badge but not display it during the time it takes to complete the specified tasks.

Staff should not wear lanyards when engaging in direct client care, as they can be a hazard. Badges that are damaged or no longer readable should be replaced as soon as possible.

Staff should not wear numerous badges to denote professional memberships and qualifications. More than one or two look unprofessional and can be a safety hazard.

7.9 Infection Control

Effective hygiene and preventing infection are absolutes in all healthcare settings, and staff should demonstrate positive personal hygiene. Although there is no evidence that uniforms and work wear play a direct role in spreading infection, the clothes that staff wear should facilitate good practice and minimize any risk to clients. Maximum contamination of disease-causing bacteria has been found in the areas of most excellent hand contact, for example, pockets and cuffs, allowing the recontamination of washed hands.

Staff who comes into contact with bodily fluids will be provided with personal protective equipment (PPE), such as gloves, aprons, and masks. Additional measures may be necessary to reduce cross-infection and further contamination during a declared infection control outbreak.

Light Angels should be sensitive to the customary dress of staff. Still, any modifications to usual practice that may compromise health and safety, or infection control measures should be discussed with the appropriate manager and risk assessed.

7.10 Jewelry

Jewelry will be minimal for staff while at on duty. The team must present a professional image and must mitigate the possibility of health and safety or infection control risks to service users and staff.

No jewelry, including wristwatches, should be worn on the lower arms or hands during direct client care because these can be a barrier to effective hand hygiene. Staff may wear a single plain band, such as a wedding ring, but this should be manipulated during hand washing.

Necklaces, hooped earrings, and rings present potential hazards. Some belts, buckles, and jewelry can also restrict movement and may lead to clients being injured during care. However, small earring studs

are acceptable. Visible body-piercing jewelry is to be removed while on duty, as this can be disturbing and/or distracting to others.

7.11 Tattoos

Wherever possible, especially when staff are engaging with clients, relatives/carers, tattoos are to be covered.

7.12 Footwear

Footwear must be practical and appropriate to ensure a safe environment for staff and clients.

Staff engaging in direct client care should wear full footwear. Shoes closed over the foot and toes protect staff from spills and dropped objects, thus reducing the risk of injury and contamination.

Soft-soled shoes provide a quieter environment and are recommended for those involved in direct client care.

Supportive and practical shoes are recommended to allow the wearer to carry out all their duties effectively and comfortably.

7.13 Hair/Nails

Hair should be styled to enhance a professional image. Longer hair should be tied back off the collar.

Hats are a hazard to clients in clinical areas because they can fall and compromise infection control. Turbans or other headwear worn for religious reasons may need to be covered in certain situations.

For hygiene reasons, nails are to be short and clean. No polish or fake nails should be worn, as they can be a barrier to hand hygiene.

This is general guidance and does not cover all situations. Any further queries or issues requiring clarification can be discussed with a senior management team member.

At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

Employee:

I acknowledge that I have received a copy of the Light Angels Corp. Employee 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 employment is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company. Changes to my "at-will" 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/contemporaneous inconsistent agreements.

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

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

DATED:

DATED:

Light Angels Corp. Representative