

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Employment Policy

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Originating Department: Human Resources

Approved By:



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### **PURPOSE:**

To set forth the policy of Tender Care Medical Services, Inc. regarding employment.

### **POLICY:**

Tender Care Medical Services, Inc. (TCMS) provides equal employment opportunity to all employees and applicants for employment regardless of any individual's race, color, religion, sex (including pregnancy sexual orientation, or gender identity), national origin, age (40 and over), disability, genetic information (including family medical history) veteran status/military/uniformed services citizenship, or any other protected class status in accordance with applicable federal, state, and local laws.

Tender Care Medical Services, Inc. is an "at-will" employer. An employee who does not have a separate written employment contract personalized to them with a specific, fixed term of employment and personally signed by and authorized by the Chief Executive Officer is employed at the will of TCMS for an indefinite period. An employee may resign at any time and may be terminated at any time, with or without notice or cause. Nothing contained herein alters or should be relied on as altering this at-will relationship.

The Policy applies to all terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.