

# **EMPLOYEE HANDBOOK**

QS NURSES KANSAS, LLC

PERSONNEL POLICIES AND PROCEDURES

1117 WASHINGTON STREET GREAT BEND, KS 67530  
(620) 793-7262 (877) 530-7262 Fax (620) 793-7232

## **AFFIRMATIVE ACTION**

It is the policy of Q.S. Nurses KS to never discriminate against any employee or applicant for employment.

We will recruit, hire, or promote persons in all job classifications without regard to race, color, religion, sex, national origin, age, physical handicap, or status as a Vietnam-era or special disabled veteran.

Decisions for employment are based upon the principles of equal opportunity. Q.S. Nurses KS will ensure that promotional decisions are also in accordance with the principles of equal opportunity.

We will ensure that all other personnel actions such as compensation, benefits, transfers, and terminations will be administered without regard to race, color, religion, sex, national origin, age, physical handicap, or status as a Vietnam or special disabled veteran.

The Chief Executive Officer, Chief Operating Officer, and Affirmative Actions Administrator of Q.S. Nurses KS are responsible for the internal and external dissemination of the Equal Opportunity Policy for offices within the company. The Director of Nursing and the Chief Operation Officer will be the acting Affirmative Action Officer and will:

1. Distribute the policy statement of Q.S. Nurses KS to all employees through direct Distribution, bulletin board posting, or publication in company media.
2. Display equal opportunity posters on bulletin boards where people apply for work and where employees congregate.
3. Send letters to local recruiting sources and community groups stating our Positions as an Equal Opportunity Employer.

The Director of Nursing or the Chief Operating Officer is responsible for compliance with the Affirmative Action Program.

---

Terry L. Whitlow  
President

## **Mission Statement**

The mission of QS Nurses KS, LLC, is to provide professional, superior quality, and sterling service to facilities, their residents/patients and staff while we are privileged to serve. We are committed to assisting the patient's needs with courtesy, common sense, and sensitivity to achieve the highest quality of care and optimal service possible.

“Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives.”

## **Philosophy**

It is the philosophy of QS Nurses KS, to provide quality service to both employees and clients, thereby receiving the benefits of consistently high paying work opportunities.

An integral part of providing such service is in assuring that you, our nurses, convey a professional attitude and that you provide an honest shift's work for your wages.

As a team, we ask for your support, and you have ours in working under the policies of QS Nurses KS, LLC.

We are an equal opportunity employer for all levels of healthcare personnel throughout our organization.

## **Operations Personnel**

QS Nurses Kansas, LLC functions under the direction of the President/Chief Executive Officer (CEO), Chief Operating Officer (COO), Director of Nursing (DON), and Administrator/Director of Staffing. They are available daily and interact with all office and field personnel to provide continuous support for every level of healthcare staff. The Director of Nursing directly reviews the policies and procedures governing the clinical and ancillary staff and provides information and support to healthcare staff in order to facilitate quality care in our client facilities. The Director of Nursing (DON) is your advocate. Never hesitate to discuss all questions, issues, or incidents with the DON.

All services are available 24 hours a day, 7 days a week. The Director of Nursing is available for consultation and facility visitation whenever the need arises.

The DON and designated administrative and nursing staff are responsible for the internal functioning of the office. They recruit, screen, interview and assist in the orientation of employees. They accept new inquiries for business; coordinate employee/facility match and handle all the paperwork necessary in the smooth running of the agency. All staffing personnel share on-call responsibility after office hours. When appropriate, the Director of Nursing will communicate with the Chief Operating Officer and /or Administrator for direction and/or concurrence.

## **Policies For Personnel (Overview-See full explanations in Policies for Personnel).**

As an employee of QS Nurses Kansas LLC, you are not guaranteed any hours of work on a weekly basis. Work availability you may give QS Nurses Kansas LLC, does not provide a work guarantee. Employment with QS Nurses KS LLC, is considered part time work. You may, however, receive full time work each week, although this is in no way guaranteed. On the basis of your qualifications, QS Nurses Kansas, LLC had offered you employment. You have accepted employment to work on behalf of your qualifications and ability to function in concert with the philosophy and foundation/guidelines of QS Nurses Kansas, LLC when you determine it is convenient and necessary, based solely on your needs.

Whenever QS Nurses Kansas, LLC calls you with available work, you have the right to decide if you will accept such work. You are not required to work any shifts that QS Nurses Kansas, LLC offers. If you give availability to QS Nurses KS, LLC you may change it before you accept work. (See Policies for Personnel). You have full control to work only what you choose to work, and will not experience consequences in your employment for exercising your right to reject work of any kind or location. Be aware, however, that flexibility on your part will provide more work opportunities.

It is your responsibility to arrange transportation to and from work assignments you have accepted from QS Nurses KS, LLC. It is your responsibility to choose your method of transportation. QS Nurses KS, LLC does not have the right to dictate when you leave for work or how you intend to arrive at work. Furthermore, there is no casual connection between yourself and your employment during your chosen mode of transportation to and from work. You may drive your, or another person's vehicle, rent a vehicle, use public transportation of any type, or arrange a ride of your choosing. Transportation is not the responsibility or the liability of QS Nurses Kansas, LLC, just as QS can never dictate that you work.

When you tell QS Nurses KS, LLC you will work at any given work site, QS date, signs, and confirms with the work site of your intention. This obligates QS Nurses Kansas, LLC and you, the employee, to provide such services. In the event of an emergency, you may on occasion, cancel a confirmed assignment with a minimum of 24 hours notice (when 24 hours is reasonable, based on the emergency situation). If you cancel a commitment, it is understood that you have created a hardship for QS Nurses Kansas, LLC and may jeopardize our relationship with the client facility. Cancellations without sufficient notice may be considered a basis for termination of employment. (See Policies for Personnel)

It is appropriate to arrive 15 minutes early to check in to any work assignment. Payment for services does not commence until the shift start time. You are considered late when you check in at the designation area any time after the designated start time. If however, you arrive early and are asked to commence work prior to the start time, you need to annotate your time slip that you started early and have the annotation signed by the

appropriate client representative. If you are going to arrive late for an assignment, call QS Nurses KS, LLC immediately and we will notify the facility. They appreciate this, and as long as it does not become habitual, you will generally be welcomed back in the future. **NEVER CALL THE FACILITY DIRECTLY.**

In case of severe weather conditions, you must first evaluate transportation responsibilities. Call QS Nurses KS, four hours before your assignment begins to advise us of your intentions. In cases of severe weather (an inclement condition confirmed and publicized by the state of Kansas) lateness and cancellations will be acceptable.

In the event of a family emergency before, during or after your assignment, call QS Nurses immediately and we will take measures to accommodate your need. If you are unable to call us, have a responsible party call us immediately. **NEVER LEAVE AN ASSIGNMENT WITHOUT NOTIFYING QS NURSES. THIS IS CONSIDERED ABANDONMENT AND CARRIES SEVERE REPERCUSSION.**

It is the policy of QS Nurses to hire only staff whose licensure is in good standing. We do not hire anyone who has a stipulation, encumbrance, action or complaint pending on their license. Anytime you work in a facility for QS Nurses, you must have your professional license and current CPR certification available to present to your shift supervisor. Additionally, **YOU ARE RESPONSIBLE TO HAVE YOUR LICENSE IN YOUR POSSESSION AT ALL TIMES WHILE ON ASSIGNMENT WITH QS NURSES KANSAS.** Facilities have the right to see your license and verify your status at any time.

Appropriate uniforms must be worn, based on requirements of the facility where you will be working. Skid proof, presentable shoes must be worn. Clean and neat appearance is essential at all times. **QS NURSES, KANSAS IDENTIFICATION BADGES MUST BE WORN AT ALL TIMES WHILE ON ASSIGNMENT.**

While on assignment with QS Nurses Kansas, it is imperative that you uphold patient confidentiality and professional ethic at all times. This is in conjunction with HIPAA policies of personal information security and confidentiality.

Employees working for QS Nurses Kansas, may accept employment with any client facility throughout the state of Kansas. Upon this occurring, it is agreed employees shall adhere to the following requirements.

- QS Nurses Kansas, will be informed by employee that they will be accepting an employment opportunity with a client facility.
- The employee must communicate clearly to facility prior to beginning employment they are required to work for QS Nurses at facility for a total of 176 hours. This provides QS time to advertise, recruit, interview, train, and properly continue to assist other client facilities uninterrupted once the employee is employed with client facility.

- Any prescheduled hours not yet worked with facility at the time of written notification shall be made part of the total hours required.

### **Car and Travel Safety**

Upon accepting employment with QS Nurses Kansas LLC you are required to provide a copy of your current drivers license and a statement acknowledging proof of current automobile insurance. This is for the purpose of giving QS Nurses Kansas, LLC reasonable knowledge that you are a legal automobile operator with a legal insurance company providing appropriate liability coverage on your behalf. It is your responsibility to maintain current automobile insurance as long as you are employed by QS Nurses Kansas. Driving to and from your chosen work locations is solely the responsibility of the employee. You alone make the decisions to work, as well as, the mode of transportation and there cannot be a negative impact on your employment for future work and offerings made to you. Should you decide to work and have an accident while driving to or from any of your chosen work locations, the primary responsibility for the accident is your insurance company and the insurance company(s) of other(s), if any are involved.

**TRANSPORT OF PATIENTS OR RESIDENTS IS OUTSIDE THE SCOPE OF SERVICES OF QS NURSES KANSAS, LLC. EMPLOYEES SHALL NEVER TRANSPORT A PATIENT OR PATIENTS FAMILY MEMBERS.**

### **Payroll**

QS Nurses Kansas workweek commences on Sunday morning (Dayshift) and ends on Saturday (Nightshift).

All personnel are responsible for taking time slips to the facilities in which they work.

**TIME SLIPS NOT PROPERLY COMPLETED WILL CAUSE A DELAY IN YOUR PAYCHECK. (See full Explanation in “Policies for Personnel”)**

1. A separate time slip is required for each shift you work.
2. Time sheets must be neat, complete, and accurate for proper payment.
3. All employees must annotate the actual start/end in proper are of time slip. (See Policies for Personnel).
4. Any meal breaks not taken must be initialed by the shift supervisor in order to be paid.
5. all overtime must be pre approved by QS Nurses Kansas and the shift supervisor at the client facility. Overtime is defined as any hours worked in excess of twelve continuous hours per shift.
6. WHEN ASKED BY THE FACILITY TO WORK LONGER THAN YOUR ASSIGNED SHIFT, CALL QS NURSES KANSAS, TO DOCUMENT IT.
7. The correct date must be written on the time slip. (The date at the start of shift).

8. TIME SLIPS MUST BE SUBMITTED NOT LATER THAN MONDAY MORNING BY 10 A.M. No exceptions are allowed to receive full payment.

**IF YOU WISH TO HAVE YOUR PAYCHECK MAILED, NOTIFY THE PAYROLL DEPARTMENT PRIOR TO PAYDAY. QS NURSES KANSAS ASSUMES NO RESPONSIBILITY FOR THE DELIVERY SERVICES OF ANY NATIONAL MAIL CARRIER OR EXPRESS SERVICE.**

### **Holidays**

QS Nurses Kansas recognizes the following holidays:

New Years Day

Memorial Day

July 4<sup>th</sup>

Labor Day

Thanksgiving Day

Christmas Day

When you are scheduled to work on a holiday, shifts (24Hour period) will be paid at one and one half times the regular rate for the following times: Night shift the day before the holiday, the day and evening shift on the holiday itself. Christmas and New Years shifts (32 Hour period) will be paid at one and one half times the regular rate for evening and night on the 24<sup>th</sup> and 31<sup>st</sup> of December plus the day and evening shifts on December 25 (Christmas Day) and January 1 (New Year's Day).

### **Medical Leave**

QS Nurses Kansas acts in accordance within the guidelines set forth by the Family and Medical Leave Act of 1993.(FMLA). FMLA requires covered employers to provide up to 12 week, job-protected leave to "eligible" employee's for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. If you have any questions regarding your eligibility, contact QS Nurses Kansas.

### **Availability**

See full explanation in "Policies for Personnel"

**IT IS IMPORTANT FOR US, AS A TEAM, TO RESPOND QUICKLY TO THE DAILY AND MOMENTARY NEEDS OF THE FACILITIES IN ORDER TO CONTINUE RECEIVING ASSIGNMENTS FOR ALL OUR BENEFIT.**

## **No Call/No Shows/Cancellations**

**(See full explanation in “Policies for Personnel”).**

## **Personnel Records**

It is your responsibility to keep the licensure and certification information in your personnel record up to date. When you receive a new license or renew a certification, you must make it available to the Director of Clinical Services so a copy can be made to update your personnel record. **ALL LICENSURE AND CERTIFICATIONS IN THE PERSONNEL RECORD MUST BE CURRENT AT ALL TIMES. FAILURE TO KEEP PERSONNEL RECORDS UP TO DATE MAY RESULT IN EMPLOYMENT INTERRUPTION.**

## **Confidentiality**

It is the policy of QS Nurses Kansas to protect the private information of patients, employee, and all other associate individuals in accordance with the Patient’s Bill of Rights and with P.L. 93-579, the Privacy Act of 1974.

As a caregiver, you are expected to respect the confidentiality of all information and records relating to the case, patient, and family. Do not discuss personal information about them with anyone other than patient, family, or appropriate personnel. You are required to abide by the following confidentiality guidelines:

Medical records will be handled in accordance with procedures that will prevent Access by persons not officially or medically concerned with them.

All requests for copies of medical records will be referred to the Administrator.

Nursing activities directed toward respecting the patients confidentiality include:

Ensuring audio-visual privacy, as much as possible, when collecting nursing data, i.e. nursing history.

Refraining from discussing patients outside clinical setting.

Emphasizing patient participation on nursing rounds with the focus on immediate patient care needs; restricting case presentation/staff discussions to an appropriate area.

Questioning non-unit personnel or visitors to ascertain their identity and purpose for being on the unit.

Nursing personnel will make every effort to honor the patient's confidentiality rights within the law. Since the concept of confidentiality has legal, as well as, ethical implications, an inappropriate breach of confidentiality may expose you to liability. The patient may have access to his records unless it is the opinion of the attending physician that such could be injurious to his physical or mental health.

IF YOU HAVE ANY QUESTIONS ABOUT THESE ISSUES, DISCUSS YOUR CONCERNS ONLY WITH YOUR IMMEDIATE SUPERVISOR.

### **Safety Program**

QS Nurses Kansas strives to maintain safe working conditions. The success of our safety program depends on your cooperation. As part of the QS Nurses Kansas hiring process, you are required to complete video in-services on needle stick prevention, back safety, fire safety, and infection control. A written OSHA review must be updated yearly. All new employees are orientated to QS Nurses Kansas policies and procedures. You are expected to, at all times, follow all work safety policies for the medical industry and as outlined by the QS Nurses Kansas safety policies, which is made part of your online application testing process. In addition, it is your responsibility to orient yourself to the safety programs of your chosen work site and observe them at all times. You are to report immediately any potential safety hazards, injuries, or accidents to QS Nurses Kansas first, and to an appropriate work site unit supervisor. At each work site, it is your responsibility to inquire of their policy and it is their responsibility to provide what they determine to be appropriate familiarization with you standard operating procedures and hazard communication information.

IMMEDIATELY CONTACT QS NURSES KANSAS WITH ANY QUESTIONS YOU MAY HAVE REGARDING SAFETY PROGRAMS APPLICABLE TO UNITS TO WHICH YOU ARE ASSIGNED.

### **Your Personal Safety**

- Use a map and know exactly where you are going before you leave home. If there are any doubts about the location of your work site, contact QS Nurses Kansas office for directions before you go the first time.
- Carry identification including the agency phone number, fire department, police department, emergency contact people, etc.
- If driving, be sure to have plenty of gas and lock car doors at all times.

- Consider carrying a spare set of keys or keep a magnetic key holder outside the car, should your keys get locked inside the car. Have your keys in your hand when you leave, or go to your car.
- Do not carry excessive amounts of money with you. Do carry enough money for emergency transportation and phone calls.
- Park your car as close to the facility as possible.
- Carry your keys in your hand-this will enable you to get into your car immediately and you can also use them as a means of self defense. You might want to attach a whistle on the key ring, which can be used to summons help if necessary.
- Dress appropriately. Wear your name badge and carry some form of identification so patients can be assured you are a valid representative of the agency. Wear shoes that fit well and comfortably so that you can move quickly and safely.
- Employees of QS Nurses Kansas are not permitted to carry a firearm while on duty, regardless of any permit or license that allows them to do so.

### **Grievances/Incidents/Work Related Injury**

If you experience a conflict or problem of any kind at a facility, DO NOT TAKE IT UP WITH THE FACILITY. Always notify QS Nurses Kansas first. Every attempt will be made to resolve the situation to your satisfaction.

If a facility experiences a problem with QS Nurses Kansas employee, they will be asked to provide written documentation of the problem to us. The documentation will be reviewed by the Director of Nursing and the employee will be asked to come in for a counseling session. At this time, the employee will be asked to explain his/her view of the situation and provide a written response. This response will be sent to the facility for their review. The Director of Nursing will then confer with the appropriate administration on your behalf. Every attempt will be made to resolve the situation without negative effect to you or QS Nurses Kansas. Generally, we will achieve a positive outcome as long as you make your first communication to QS Nurses Kansas-never the facility.

Should you sustain a documented work related injury while on the job at a chosen work site, it is your responsibility to report the circumstances of the injury to QS Nurses Kansas. Should your injury require medical attention, the appropriate insurances QS Nurses Kansas will accommodate your needs at an employer selected treatment facility. Any medical treatments not handled by insurance's of QS Nurses Kansas according to state and federal law shall be considered non-work related, and could reduce the amount

of benefits to you. Seeing another doctor without approval of QS Nurses Kansas is unauthorized and will not be paid by the insurance company.

### **Open Door Policy**

As an integral part of the hiring process of QS Nurses Kansas, a formal orientation is given that reviews company policies as herein defined. AS Nurses Kansas operate on an “open door” company that employees should be encouraged to communicate work-related concerns informally with an administrator or officer of the company. You are encouraged to address work related concerns as soon as possible after the event that causes the concern. YOU WILL NOT BE PENALIZED IN ANY WAY FOR RAISING A GOOD FAITH QUESTION AND/OR PERSONAL CONCERN.

### **Universal Precautions/Infection Control**

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood borne pathogens, universal precautions with blood and body fluids should be consistently used for all patients.

You are responsible for knowing QS Nurses Kansas procedures for universal precautions and infection control, including hand washing, and practicing those procedures correctly.

“Exposure” (or “potential exposure”) to HBV or HIV is actual (or potential) skin, mucous membrane or parental contact with blood, body fluids, and/or tissues. As appropriate, the patient and staff involved in the care or service will be advised of any additional precautions to be taken.

**THE FOLLOWING SAFETY PRECAUTIONS SHALL BE OBSERVED BY ALL WORKERS:**

All healthcare workers will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure, especially when in contact with body fluids of any patient. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves will be changed after contact with each patient. Masks should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure or mucous membranes of the mouth, nose, and eyes. Gowns should be worn during procedures that are likely to generate splashes of blood or other body fluids.

Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should also be washed immediately after gloves are removed.

All healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures and during disposal of used needles. To prevent needle stick injuries, needles are NEVER to be recapped, purposely bent, or broken by hand, removed from disposable syringes or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items are to be placed into a puncture-resistant container for disposal.

Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling care equipment until the condition resolves.

Pregnant healthcare workers are not known to be at greater risk of contracting HIV **infection than healthcare workers that are not pregnant. However, if a healthcare worker** develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with, and strictly adhere to precautions to minimize the risk of HIV transmission.

Treat all blood and body fluids as potentially infectious.

All blood and other specimens should be labeled prominently with the special warning "Blood precautions" or a biohazard label. If the outside of the specimen container is visibly contaminated with blood, it must be cleaned with a disinfectant (such as 1:10 dilution of 5.25% sodium hypochlorite [household bleach] with water). All blood specimens should be placed in a second container, such as an imperative bag, for transport. The container or bag should be examined carefully for leaks or cracks. Containers shall be marked clearly with a biohazard label and disposed of according to state law. Red containers may be substituted for labels.

Blood spills will be cleaned up promptly with a disinfectant solution, known to be effective against HBV and HIV viruses.

Disposable articles soiled with blood will be incinerated or disposed of according to state law. Reusable items will be cleaned with disinfectant solution known to be effective against HBV and HIV viruses.

### **Drug Free Workplace**

It is the intent of QS Nurses Kansas to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by our employees. QS Nurses Kansas has a vital interest in maintaining safe and efficient work conditions for our employees. Substance abuse is incompatible with health, safety, and efficiency. Employees who are under the influence of a drug or alcohol on the job endanger their own health and safety, the health and safety of others, and cause a loss of efficiency, productivity, and/or a

disruptive working environment. To promote our interest in avoiding accidents, to enhance and maintain safe and efficient working conditions for our employees, and to protect our business, property, and operations, QS Nurses Kansas has established the following guidelines concerning the use of alcohol and drugs. As a condition of continued employment with QS Nurses Kansas you must comply with the guidelines documented.

Use of Over the Counter Drugs-Nothing in this guideline is intended to prohibit the customary and ordinary use of over-the-counter drugs, so long as such activity does not violate any law or result on you or anyone else being under the influence of drugs in violation of this guideline.

Use of Legal Drugs-QS Nurses Kansas recognizes that it may be necessary for employees to use legal drugs from time to time. QS Nurses Kansas also recognizes that an employee who is using legal drugs might become impaired by the drug to the extent that the employee's ability to perform or to perform safely would be compromised. In order to accommodate employees who might be required to use legal drugs, and to help assure that no serious adverse consequences in the workplace result from such drug use, you are required to obtain QS Nurses Kansas consent if you know or should know that your use of legal drugs might endanger you or someone else, pose a risk of significant damage to property, or substantially interfere with your job performance. QS Nurses Kansas reserves the right to have either a Company physician or your own physician determine whether it is advisable for you to continue working while taking such drugs.

Duty to Disclose-If you are responsible in any way for the safety of another person, you have the duty to disclose the nature of your job duties to any prescribing physician and to inquire of such whether use of the drugs prescribed might result in the dangers, risk, or impairment that this guideline is intended to prevent.

Duty to Refrain from Working Impaired-If QS Nurses Kansas permits you to work while you are using legal drugs, you cannot report for work in any case if you are impaired by the use of the drugs in the impairment might endanger your own safety or the safety of anyone else, or pose a risk of significant damage to work site property, or substantially interfere with your job performance or the efficient operation of the Company's business.

Prohibited Conduct-The following prohibitions apply wherever the interests of QS Nurses Kansas may be adversely affected, including any time you are on Company premises, conducting or performing Company business (regardless of location), operating or responsible for the operation of company equipment or other property, or responsible for the safety of others.

**THE FOLLOWING ACTS ARE PROHIBITED AND SUBJECT YOU TO DISCHARGE:**

**ALCOHOL-** The use, possession, concealment, manufacture, sale, distribution, dispensation, purchase, and being under the influence of alcohol, are strictly prohibited

from all the agency's premises, client institutions, and client homes. In addition, consumption of alcohol within 12 hours of your scheduled shift is strictly prohibited and will result in immediate termination. The illegal use of any alcohol is prohibited.

**ILLEGAL DRUGS-** The use, possession, concealment, manufacture, sale, distribution, dispensation, purchase, and being under the influence of drugs, are strictly prohibited from all of the agency's premises, client institutions, and client homes. The illegal use of any drug is prohibited.

**LEGAL DRUGS-** The abuse of any legal drug. Use, possession, purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal drug in a manner inconsistent with the law.

Working while impaired by the use of a legal drug whenever such impairment might endanger your safety or the safety of any other person, pose a risk of significant damage to property, or substantially interfere with your job performance or the efficient operation of the Company's business.

### **Disciplinary Action**

If, at any time during your employment, QS Nurses Kansas or a client should suspect or have a reason to suspect that a violation of the Company policies regarding a drug free workplace have been violated, QS Nurses Kansas reserve the right to request you to submit to an appropriate drug 10 point or alcohol screening. Refusal to comply with this request or a violation of the drug free workplace guideline may result in immediate discharge. If you are discharged for a violation of this guideline, you will not be eligible for rehire by the company.

---

**IF YOU HAVE ANY QUESTIONS ABOUT ANY MATERIAL IN THIS HANDBOOK, DO NOT HESITATE TO CALL QS NURSES KANSAS. WE ARE AVAILABLE 24 HOURS A DAY, 7 DAYS A WEEK. 877 530 7262**

**ACKNOWLEDGEMENT**

**I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE QS NURSES KANSAS EMPLOYEE HANDBOOK AND THAT I HAVE READ AND UNDERSTAND THIS IMPORTANT STATEMENT ABOUT EMPLOYMENT AT QS NURSES KANSAS AND THE CONTENTS OF THIS HANDBOOK.**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**EMPLOYEE'S PRINTED NAME**