	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	I-100	
		<i>Effective Date</i>	01/01/03	
	<i>Subject:</i>	INTRODUCTION	<i>Revised</i>	11/01/2008

PURPOSE

This manual constitutes the formal statement of the Human Resources Policies and Procedures applicable to employees in their employment relationship with Johns Hopkins Home Care Group (JHHCG) and its corporations: Pediatrics at Home (PAH), Home Health Services (HHS) and Pharmaquip (PHQ). The manual is also designated to provide managerial and supervisory personnel with uniform knowledge of JHHCG Human Resources Policies and Procedures, to assure equitable and consistent application. The Manual is provided to managers and supervisors as a resource guide for interpreting a variety of situations that can occur in the workplace.

This policy and procedure manual does not constitute an expressed or implied contract and should not be viewed or interpreted as a contract between JHHCG and its employees. JHHCG reserves its right at their sole discretion to amend, change, modify or delete any of its policies or procedures any time without notice.

Employment is at will and terminable, by either the employer or employee, anytime for any lawful reason.


APPLICATION

This manual is intended to apply to all employees of JHHCG which includes HHS, PAH, and PHQ.

RESPONSIBILITIES

A. JHHCG Responsibilities

All managerial/administrative functions, responsibilities and prerogatives bestowed upon employers, inherently and by law, are retained and vested exclusively with JHHCG. This includes, but not limited to, the right to exercise our judgement in establishing and implementing policies, practices, and procedures and changing them to direct and discipline our workforce and increase its efficiency, and to take whatever action is necessary in its judgment to operation JHHCG. The failure of JHHCG to exercise any such prerogative of function in a particular way will not be considered a waiver of JHHCG's right to exercise such prerogative of function, or preclude it from exercising that prerogative function in some other way.

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B. President and Chief Executive Officer (CEO)

The President and CEO of JHHCG has the ultimate responsibility for JHHCG's policies and procedures and has the authority to make decisions in all matters governed by JHHCG policies. The President reserves the right to approve all changes in policy. However, he has delegated this authority to the Director of Human Resources. The Director is to establish the procedures necessary to ensure that the procedures are followed and the policies are implemented.

C. Director, Human Resources

The Director of Human Resources is responsible for establishing and implementing the procedures necessary to assure the JHHCG, PAH, HHS and PQ policies are fully implemented. The Director of Human Resources is responsible for helping managers, supervisors, and employees interpret and apply policies related, providing updates and assuring conformance to all applicable laws and government regulations.

D. Managers and Supervisors


Managers and supervisors are responsible for establishing internal procedures as they deem necessary to implement approved policies, procedures and guidelines. It is expected that managers and supervisors will strive to apply these policies equitably, and that appropriate consideration will be giving to previous actions that may have been taken under these policies. Questions regarding a particular policy should be referred to the appropriate Human Resources contact.

E. Employees

Employees are encouraged to familiarize themselves with the policies and procedures of JHHCG and understand that the work environment is governed by them. When further information is warranted, employees are encouraged to contact their supervisors or the Department of Human Resources.

DISTRIBUTION

To ensure the most recent policies are used, the online version of the Policy and Procedure Manual are made available. Managers are encouraged to print the PDF versions and place them in a binder in their department. It is the responsibility of all managers and supervisors to ensure that the Manual is available upon request to employees and that it is updates as

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required.

Before revisions are made to the policies, they are reviewed by the Executive Committee and Human Resources Committee. Once approved, communication of the revised policies, including a brief description of the revisions is disseminated by:

1. Management Committee update
2. Email broadcast to all JHHCG employees
3. Update placed on JHHCG Human Resources Website

SPONSOR

Director of Human Resources

REVIEW CYCLE

3 years