

Cornerstone Behavioral Healthcare

PM.1 Purpose

This manual contains the policies and procedures established by Cornerstone Behavioral Healthcare (CBH) to ensure consistent and equitable guidelines for its administration of a compensation program; the recruitment, selection, retention, and advancement of employees; and other matters related to employee conduct. Unless stated otherwise, the policies and procedures described in this document apply to all employees.

This manual is not intended to constitute a contract between CBH and its employees, or to otherwise guarantee employment, and does not restrict CBH's rights and prerogatives in hiring, termination, and disciplinary areas. CBH reviews this manual regularly and reserves the right to change or modify all provisions herein when such changes or modifications become necessary. These changes or modifications will be stated in writing, and employees will be advised of them in a timely fashion. All employees are encouraged to submit suggestions through their supervisors for new or possible revisions of current policy statements.

All new employees will receive an orientation to CBH's policies and procedures, along with instructions on accessing the Personnel Manual electronically, and will document such by their signature.

Frank Willard

CEO

06/23/2025

Date