



**APPLIED
BEHAVIORAL
HOLISTIC HEALTH**



Employee Handbook



Applied Behavioral Holistic Health



Applied Behavioral Holistic Health Employee Handbook

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1. Welcome Message

1.1 Introduction

Welcome to Applied Behavioral Holistic Health! We are thrilled to have you join our esteemed team dedicated to making a positive impact through innovative and compassionate holistic health services. Your role is crucial in fulfilling our mission to provide culturally appropriate behavioral healthcare to people of all ages.

1.2 Purpose of the Handbook

This handbook is designed to be a comprehensive guide, providing essential information about our organization's policies, procedures, and values. Familiarizing yourself with this handbook will help you understand your role, responsibilities, and the expectations we have for all team members.

1.3 Acknowledgment of Receipt

By signing below, you acknowledge that you have received, read, and understood the contents of this handbook. Your signature signifies your commitment to adhering to the outlined policies and upholding the values of Applied Behavioral Holistic Health.

2. About Us

2.1 Mission

At Applied Behavioral Holistic Health, we blend competency in behavioral healthcare with compassion for those in our communities. We are dedicated to excellence in the provision of culturally appropriate behavioral healthcare to people of all ages.

2.2 Vision

Our vision is to promote the highest quality care for individuals with mental illness in a compassionate, empathetic, and comfortable setting. We envision a healthy society where all people are accorded respect, dignity, and the opportunity to achieve their full potential free from stigma.



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3. Employee Code of Conduct

3.1 Professionalism

As a member of our team, you are expected to uphold high standards of professionalism in all interactions with colleagues, clients, and stakeholders.

3.2 Integrity and Ethical Behavior

Maintain honesty and ethical conduct in all professional activities, ensuring the highest level of integrity in your work.

3.3 Respect and Diversity

Embrace diversity and create an inclusive work environment where all individuals are treated with respect and dignity.

3.4 Confidentiality and Privacy

Safeguard the privacy of our clients by adhering to strict confidentiality policies regarding sensitive information.

4. HIPAA Compliance

4.1 Introduction to HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law ensuring the security and privacy of individually identifiable health information.

4.2 Protected Health Information (PHI)

PHI includes any information about health status, provision of healthcare, or payment for healthcare that can be linked to an individual.

4.3 Employee Responsibilities under HIPAA

All employees must follow HIPAA regulations and safeguard PHI. Unauthorized disclosure of PHI is strictly prohibited.



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4.4 Consequences of HIPAA Violations

Violations can result in severe penalties, including fines and disciplinary actions.

4.5 Handling and Transmitting PHI

Employees should access PHI on a need-to-know basis and use secure methods for transmission.

5. Workplace Policies

5.1 Work Hours and Salary

Salary and hours may vary for senior, remote, or technical staff. Refer to individual offer letters.

5.2 Breaks and Meals

Remote staff follow local norms and are encouraged to take wellness breaks based on workload

5.3 Dress Code

Maintain a professional appearance: Business casual is expected at all times.

5.4 Communication Protocols

Emphasize open and respectful communication with colleagues and supervisors.

6. Health and Safety

6.1 Workplace Safety Guidelines

Employees must adhere to workplace safety guidelines to ensure a safe and healthy work environment.



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6.2 Emergency Procedures

Familiarize yourself with emergency procedures, including evacuation routes and assembly points.

6.3 Reporting Accidents

Report any accidents promptly to your supervisor or designated safety officer.

7. Professional Development

7.1 Training and Workshops

Opportunities for training sessions and workshops will be provided to enhance skills and knowledge.

7.2 Continuing Education

Encouragement and support for pursuing continuing education relevant to your role.

8. Employee Assistance Program (EAP)

8.1 Overview of EAP Services

The Employee Assistance Program provides confidential resources to address personal or work-related challenges, including counseling services and wellness programs.

9. Grievance Procedures

9.1 Reporting Concerns or Complaints

Employees are encouraged to report concerns or complaints through designated channels.



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9.2 Conflict Resolution

The organization is committed to resolving conflicts promptly and fairly.

10. Employee Benefits

10.1 Merit-based Bonuses

Bonuses, vacation, and raises are outlined in individual contracts and may vary by position and location.

10.2 Yearly bonus equal to 1 month's salary

An annual bonus equivalent to one month's salary pro-rated will be provided based on overall performance and contributions.

10.3 Paid Vacation

Employees are entitled to two weeks of paid vacation per year. Accumulated on a monthly basis

10.4 Yearly salary increase

The organization may conduct yearly salary reviews with the possibility of salary increases based on performance and market standards.

11. Team Collaboration and Networking

11.1 Collaboration Platforms

Utilize company-approved platforms for effective team collaboration and communication.

11.2 Networking Opportunities

Encouragement to participate in industry events, conferences, and local networking groups to foster professional connections.



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12. Technology and Equipment Usage

12.1 Acceptable Use Policy

All staff must follow the IT Addendum and Security Policy regarding admin tools and credential hygiene.

12.2 Security Measures

Implement security measures to safeguard sensitive information and prevent unauthorized access.

13. Community Engagement

13.1 Community Involvement

We encourage employees to engage with the local community through volunteer opportunities, supporting charitable initiatives, and participating in community events.

13.2 Corporate Social Responsibility (CSR)

The organization is committed to contributing positively to society, and employees are encouraged to take part in CSR activities.

14. Inclusivity and Accessibility

14.1 Inclusive Workplace

We strive to create an inclusive workplace where diversity is valued, and all employees feel welcome and respected.



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14.2 Accessibility Initiatives

The organization is dedicated to providing accessibility accommodations to ensure that our workplace is accessible to all employees, regardless of their abilities.

15. Environmental Sustainability

15.1 Green Practices

As part of our commitment to environmental sustainability, the organization promotes green practices in the workplace, such as waste reduction, energy efficiency, and eco-friendly initiatives.

15.2 Employee Engagement in Sustainability

Employees are encouraged to actively participate in sustainability efforts, such as recycling programs and reducing carbon footprints.

16. Employee Recognition and Rewards

16.1 Recognition Programs

The organization has various recognition programs in place to acknowledge outstanding contributions, including Employee of the Month, Team Recognition, and Innovation Awards.

16.2 Rewards for Excellence

Exceptional performance and achievements may be rewarded with various incentives, gift vouchers, or other recognition tokens.

17. Telecommuting and Remote Work Policies

17.1 Remote Work



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Some roles, including IT and senior technical positions, are fully remote by design.

17.2 Technology Support for Remote Employees

IT staff are responsible for setup and maintenance of secure access tools

18. Feedback and Performance Reviews

18.1 Continuous Feedback

We believe in a culture of continuous feedback, where employees receive regular input on their performance and areas for development.

18.2 Performance Reviews

Formal performance reviews will be conducted periodically to assess achievements, set goals, and provide career development guidance.

19. Termination Policies

19.1 Grounds for Termination

Termination may occur for reasons including but not limited to poor performance, violation of policies, or changes in business needs.

19.2 Exit Procedures

Employees will be provided with notice or compensation in accordance with applicable labor laws.

20. Acknowledgment of Receipt

By signing below, you acknowledge that you have received, read, and understood the contents of this handbook.



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Acknowledgment of Receipt

I, _____, acknowledge that I have received, read, and understood the contents of this handbook. I understand that compliance with the policies and procedures outlined herein is a condition of my employment with Applied Behavioral Holistic Health.

Employee Name: _____

Signature: _____ Date: _____



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Confidentiality & Non-Disclosure Agreement

This Confidentiality & Non-Disclosure Agreement ("Agreement") is entered into between Tranador Corporation ("the Company") and the undersigned employee ("Employee") as a condition of employment.

1. Confidential Information

Employee agrees to maintain the strict confidentiality of all proprietary and sensitive information acquired through their role, including but not limited to:

- Source code, automation tools, internal workflows
- Financial records, client data, patient systems
- Marketing strategies, passwords, API keys, vendor relationships
- Any other unpublished, internal business information

2. Use & Disclosure

Employee shall not disclose, distribute, copy, or use any confidential information for personal benefit or third-party use during or after employment without written authorization from Tranador Corporation.

3. Intellectual Property

All intellectual property, code, content, documentation, automations, or work product created while employed—whether during work hours or using company resources—shall be the exclusive property of Tranador Corporation. Employee waives any right to compensation or claim unless otherwise agreed in writing.

4. Return of Property

Upon resignation or termination, the Employee agrees to:

- Return or delete all sensitive files, passwords, access credentials, and materials
- Sign off on an access-revocation checklist confirming no IP or data has been retained



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5. Survival of Agreement

This agreement shall remain in force indefinitely beyond the termination of employment. Breach of this NDA may result in legal action and financial penalties.

6. Governing Law & Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, USA. Any disputes arising from this Agreement shall be resolved in the appropriate courts within Texas.

Signed and agreed upon as a legally binding condition of employment.

Employee Name: _____

Signature: _____

Date: _____



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Staff Addendum

This addendum applies to all remote IT, development, and infrastructure staff. It is intended to clarify expectations, override general handbook clauses where needed, and ensure role-appropriate standards are upheld.

1. Remote Work Schedule

You are expected to work 100% remotely, observing U.S. Central Time (CST) business hours unless otherwise approved. Core hours are Monday–Friday, 9:00 AM – 6:00 PM CST.

2. System & Platform Responsibility

You are responsible for maintaining the uptime, speed, and security of all digital platforms assigned to you. This includes cloud hosting (e.g., Hostinger, InterServer), DNS management, backend systems (WordPress, SuiteDash), GPT APIs, and internal automation tools.

3. Security Compliance

- All passwords must be stored in the Bitwarden team vault
- 2FA must be enabled on every admin-level system
- VPN must be used when accessing sensitive systems remotely
- No PHI or sensitive business data may be downloaded or stored locally
- Sharing of login credentials via WhatsApp or unsecured channels is strictly prohibited

4. Performance Expectations

- Respond to internal tech issues within 24 hours
- Complete one automation/integration every quarter
- Submit a monthly system uptime and optimization report
- Provide documentation for all deployed systems or workflows

5. Exit Procedures

Upon resignation or termination, you agree to:

- Revoke or transfer all access credentials
- Return company data and confirm deletion from personal devices
- Submit all passwords and transition notes
- Sign off on the exit checklist in coordination with HR



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Acknowledgment

By signing below, you agree to comply with this IT Addendum in addition to your Offer Letter and the general Employee Handbook.

Employee Name: _____

Signature: _____

Date: _____



Business Associate Agreement

A Business Associate Agreement (BAA) is a legally binding document that outlines the responsibilities and requirements for safeguarding protected health information (PHI) when a covered entity (such as a healthcare provider) engages the services of a business associate. The Health Insurance Portability and Accountability Act (HIPAA) requires covered entities to enter into BAAs with their business associates to ensure compliance with HIPAA regulations.

Tranador Corporation dba
Applied Behavioral Holistic Health
600 1st Ave
Seattle, WA 98104

Enter your name, address and telephone number

Re: Business Associate Agreement

This Business Associate Agreement ("Agreement") is entered into by and between _____ ("Business Associate") and Tranador Corporation dba Applied Behavioral Holistic Health ("Covered Entity") as of _____ (today's date).



Business Associate Agreement

1. Purpose and Scope of the Agreement:

The purpose of this Agreement is to ensure the protection of PHI as required by the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations. This Agreement governs the use and disclosure of PHI by the Business Associate on behalf of the Covered Entity.

2. Definitions:

All capitalized terms not otherwise defined in this Agreement shall have the meanings ascribed to them under HIPAA.

3. Obligations of Business Associate:

3.1 Use and Disclosure: The Business Associate agrees not to use or disclose PHI other than as permitted or required by this Agreement or as required by law.

3.2 Safeguards: The Business Associate agrees to implement appropriate safeguards to prevent unauthorized use or disclosure of PHI.

3.3 Reporting: The Business Associate agrees to report to the Covered Entity any use or disclosure of PHI not provided for by this Agreement.

4. Permitted Uses and Disclosures by Business Associate:

The Business Associate may only use or disclose PHI as necessary to perform the services specified in the [Service Agreement] between the parties.

5. Term and Termination:

5.1 Term: This Agreement shall become effective on [Effective Date] and shall remain in effect until terminated by either party as provided in Section 5.2.

5.2 Termination for Cause: Either party may terminate this Agreement for cause if the other party breaches a material term of this Agreement.



Business Associate Agreement

6. Miscellaneous:

6.1 Amendment: Any amendment to this Agreement must be in writing and signed by both parties.

6.2 Governing Law: This Agreement shall be governed by and construed in accordance with the laws of [State].

6.3 Entire Agreement: This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Business Associate Agreement as of the Effective Date.

By: _____
[Your Name, Title]

By: _____
[Tranador Corporation Rep, Title]

Your Signature

Tranador Corporation Rep Signature

Date: _____

Date: _____