

# Copyright License

---

This work, called “Home Care Employee Handbooks for Nonexempt Employees and Companions,” is the property of Gilliland & Markette LLP, the copyright owner, and is protected by the United States copyright law. Although Gilliland & Markette LLP continues to own this work, as the purchaser of it you are hereby granted certain rights to use it and to permit others to use it as stated in this copyright license.

By using any of the policies or templates contained in this work or preparing a derivative of any of them, you accept this copyright license. Upon your acceptance, you are hereby granted an non-exclusive license to use this work as stated in this license.

As described more completely below, this license permits use of this work, or derivatives of it, by the original purchaser and up to two (2) affiliated entities of the original purchaser’s affiliated entities. It may be used in not more than two (2) states. If you desire an expanded license to use the work or prepare derivatives of it by other entities or in more than two (2) states, you must contact Gilliland & Markette LLP to purchase an expanded copyright license.

As used in this license:

- “You” means the original purchaser of this physical copy of the work.
- “Affiliated entity” means a legally separate entity which is under common ownership or control with you.

You may:

- **Copies.** Make copies of any part of this work, in any medium, for the sole purpose of use by you, your employees, your agents and other persons to assist you in preparing your personnel policies and related forms;
- **Derivatives.** Create derivatives of any part of this work for the sole purpose of use by you, your employees and your agents to assist you in preparing your personnel policies and related forms;
- **Copies of Personnel Policies for Employees.** Make copies of any part of this work and of any derivative of any part of this work, in any medium, for the sole purpose of use by you, your employees, your agents and others to provide copies

of your personnel policies to your employees.

- **Up to Two (2) Affiliates.** May permit up to two (2) affiliated entities to use and create derivatives of this work to:
  - Make copies of any part of this work, in any medium, for the sole purpose of use by it, its employees, its agents and other persons to assist it in preparing its personnel policies and related forms;
  - Create derivatives of any part of this work for the sole purpose of use by it, its employees and its agents to assist it in preparing its personnel policies and related forms;
  - Make copies of any part of this work and of any derivative of any part of this work, in any medium, for the sole purpose of use by it, its employees, its agents and others to provide copies of your personnel policies to your employees.
- **Two (2) State Limit.** Notwithstanding anything in this license to the contrary, no part of this work or any derivative of this work, may be used in more than two (2) states without the purchase of an expanded copyright license.

Neither you, nor an affiliated entity, may:

- Sell, rent, lend, give or otherwise transfer all or any part of this work, or of any copy or derivative of any part of this work, in any medium, to anyone other than those expressly permitted by this copyright license.
- Use this work to create derivative works for use by anyone except as expressly permitted by this copyright license.

If you desire to use or to permit others to use this work or any derivative of this work in excess of what is permitted by this copyright license, you must contact Gilliland & Markette LLP to purchase an expanded copyright license to permit the expanded usage. The cost of the expanded license depends on the extent of the expansion desired.

Gilliland & Markette LLP may be contacted at the following address, telephone number, and e-mail address:

Gilliland & Markette LLP  
3905 Vincennes Road, Suite 204  
Indianapolis, Indiana 46268

Telephone: (800) 894-1243  
E-Mail: [thefirm@gillilandmarkette.com](mailto:thefirm@gillilandmarkette.com)  
Website: [www.gillilandmarkette.com](http://www.gillilandmarkette.com)