

Exhibit O

MAY-4-2012 04:43P FROM: TMTED BIBLE

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TO: 7136514987

P. 3/3

**United Bible Fellowship Ministries, Inc.
Policies and Procedures**

PREGNANCY IN THE WORKPLACE

Policy:

Address pregnancy safety in the workplace.

Purpose:

Ensure the safety of the mother and unborn child/children during pregnancy of direct care applicants and current direct care employees.

Procedures:

Due to the high risk of injury to mother and/or unborn child/children by a physically aggressive client, the Agency will ask potential direct care applicants if they are pregnant upon application for employment. All pregnant female applicants will be asked to reapply for open positions when their pregnancy has ended. This procedure is to protect the safety and welfare of the pregnant female employee and their unborn child/children

As soon as a direct female staff is aware she pregnant while employed with the Agency will be asked inform their supervisor immediately to activate any accrued personal leave and/or leave of absence until the pregnancy has ended. At such time will be considered to return to their current position or asked to reapply for another position currently open within the Agency.

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