

RESUME SUBMISSION POLICY

Amedisys, Inc. is committed to protecting the personal information you include in your resume submitted using our online resume submission resource. We have developed this Resume Submission Policy (the "Policy") to inform you of how Amedisys, Inc. (referred to as "Amedisys" or "we") will use the personal information you submit through the online job search and/or job application functions of the "Career Opportunities" section of our public website (the "Section"). Please read this Policy carefully. Personal information submitted elsewhere on the Amedisys website will be used in accordance with our general [Privacy Policy](#).

Personal information you submit through our Section, including through our online job search tool or to one of the email addresses provided in the Section, will be collected by Amedisys in the United States and/or in the jurisdiction where the position contact is located and may be shared with our affiliated entities, subsidiaries or joint ventures in other jurisdictions. This Policy is governed by United States law.

You are free to decide what types of personal information, if any, to submit to us. Submitting your personal information is entirely voluntary. However, if you choose not to submit your personal information, this may limit our ability to consider your candidacy. Please read this Policy carefully.

WHAT TYPES OF INFORMATION DOES THIS POLICY COVER?

This Policy covers any personal information you submit through the Section, including through our online job search tool or to one of the email addresses provided in the Section, as part of the job application or job search process, such as, without limitation:

- Name, address, telephone number, email address, other contact information
- Log-in and password
- Resume, cover letter, previous work experience, education, transcripts
- Employment preferences, willingness to relocate, desired salary
- How you heard about the position
- Information relating to references

If you intend to provide us with details of a reference or any other third party as part of your resume, it is your responsibility to obtain consent from that third party prior to passing their personal information to us.

You are responsible for the content of the information you provide to us and you must ensure it is legal, honest, truthful, accurate and not misleading in any way. You must ensure that the information provided by you does not contain material that is obscene, blasphemous, defamatory, infringing on any rights of any third party, or otherwise legally actionable by such third party.

HOW WILL THE PERSONAL INFORMATION THAT YOU SUBMIT BE USED?

The personal information you submit here will be used for the following purposes:

- Assess your capabilities and qualifications for a job
- Conduct reference checks and/or employment verifications
- Conduct background checks if you are offered a job
- Create and submit reports as required by law or regulation
- Contact you about career opportunities

If you become an employee, any personal information that you submit may become a part of your file and may be used for other employment/work-related purposes.

WHO MAY ACCESS YOUR DATA?

The personal information you submit here may be stored in the United States (and in relevant jurisdiction(s) if the job is outside of the United States) and will be reviewed by employees and consultants of Amedisys in order to evaluate your qualifications and experience for career opportunities with our organization. Amedisys will remain responsible for the personal information collected.

In addition, we may contract from time to time with various third party service providers to provide us with recruitment tools that enable us to manage our recruitment process more efficiently. These third party service providers may collect and maintain our recruiting database for some geographic regions according to our instructions.

Amedisys works with third parties who provide services to us and we may share personal information about you with those third parties, including without limitation: web site hosting or information technology consulting services; web site management; data analysis; legal services; accounting services; and other administrative and back-up and security services. Amedisys will take appropriate technical, organizational, and legal steps to secure your personal information.

DOES AMEDISYS KEEP YOUR DATA?

United States Federal law requires Amedisys to retain information of candidates applying for jobs within the United States. Personal information of candidates applying for jobs in other parts of the world will be retained in accordance with local law. We will retain information you submit to consider you for other jobs for which you may be qualified. If you would prefer that we not retain your information for such purposes, please let us know by contacting us as indicated below. We may delete your personal information at any time (including your resume and cover letter), without any reason. Therefore, you should retain your own copy of all personal information provided to us.

ACCESS

If you are using our online job search tool, you can access, review, and change some of the personal information collected about you and stored in "My Account" by logging into the Section. The updated profile will be used the next time you apply for a job using your account online. To change personal information that you already have submitted for consideration for a specific position, please resubmit your application to update personal information about you that is associated with that job application. We encourage you to promptly update your personal information if it changes or is inaccurate. Upon your request, we will deactivate or remove your personally identifiable information from our active databases, although some information may be retained as permitted or required by law.

DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY

Amedisys is an equal opportunity employer, which means we offer equal treatment to all applicants. Amedisys does not discriminate, either directly or indirectly, on the grounds of sex, sexual orientation, trans-sexuality, gender identity or expression, race, ethnic origin, religion, religious belief, disability, marital status, veteran status, creed, nationality, national origin, color, age, or any other legally protected category ("Protected Information") in any area of recruitment. In some cases we may ask applicants for Protected Information for the purpose of monitoring equal opportunity or complying with applicable law. This information will be recorded and separated from your application before the selection process begins. If you have a disability and would like to indicate as part of your application any relevant effects of your disability and any adjustment which you consider should reasonably be made to the process to assist your application, please do so in the relevant field during the application process. To the extent the personally identifiable information you provide contains details of your: racial or ethnic origin; political opinions or beliefs; religious beliefs; membership in a trade union or political party; physical or mental health or condition; sexual orientation; commission (or alleged commission) of an offense or related proceedings; job evaluations or educational records, you expressly authorize Amedisys to handle such details for the purposes of your job application.

NO OFFER OF EMPLOYMENT

The Section does not constitute an offer or promise of employment with respect to any employment position posted or described on the Section or on any third party job site. Amedisys may eliminate, modify or change without notice any aspect(s) of the employment positions, compensation, and benefit plans described herein. The Section provides descriptions of possible roles within Amedisys, and the Section does not provide binding offers, terms or conditions of employment. Any employment offer that may follow as a result of the identification of a potential opportunity by a user, or submission of information to Amedisys, is in accordance with the specific terms of that offer, and not based in any way upon the description of the opportunity on the Section.

LAW APPLICABLE TO JOB APPLICATION

The Section allows you to apply for jobs based in countries (or territories) other than the country where you are a resident or from which you make your application. Job opportunities posted on the Section will be governed by the laws of the country where the job is located. By applying for a job through the Section, you accept that (i) the laws of the country where the job is located will have exclusive jurisdiction over any disputes arising from your application; (ii) the laws of the country where the job is located shall apply to your application; and (iii) Amedisys, including the local Amedisys entities in the country you submitted your application from, is not responsible or liable for the prerequisites or limitations your application is subject to under the laws of the country where the job is located. The Section is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to local law or regulation.

CHANGES TO THIS POLICY

We may change this Policy from time to time. All changes to this Policy are effective after they are initially posted on the Section. If you do not agree to the changes, please contact us to deactivate your account. You can always tell when we have last updated the Policy by checking in the "Last Updated" line at the beginning of this Policy.

CONTACTING US

Please feel free to ask us questions concerning our jobs database system and this Policy. Questions and requests related to your personal information may be directed to the postal address listed below and we will respond to such requests in accordance with applicable law. Please do not submit your resume via the "Contact Us" form or the mailing address below as you cannot be considered for employment opportunities unless you submit your resume through the Career Opportunities area of the Amedisys web site.

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