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| Employment-Based Immigration Policy | **Last Revision:** | September 2019 |
| **Last Reviewed:** | September 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services * Palliation Choices |
| **Included in the following THA Manuals:** | Administrative Policy & Procedure  Talent Management |

### PURPOSE

To define THA Group’s policy on employment-based immigration sponsorship.

### DEDFINITIONS

**Non-immigrant** means a temporary immigration status of limited scope and duration that allows a foreign national to work in the U.S. on behalf of the Employer. Non-immigrant also refers to an individual in the temporary status.

**H-1B status** means a category of non-immigrant status for individuals who qualify for specialty occupation positions. Since it allows for dual-intent (no intent required to return home), it is often the prerequisite status prior to applying for permanent resident status.

**Permanent Resident, Immigrant,** or **Green Card** means the immigration status that allows a foreign national to reside and be employed in the United States without limitation. Also refers to an individual in the permanent resident status.

### POLICY

Sponsorship is decided on a case-by-case basis and must be approved by the President and CEO. THA Group follows all State and Federal laws surrounding employment-based immigration and seeks general counsel, as needed.

### PROCEDURE

THA Group would seek general counsel to ensure that cases are handled following all rules, regulations and requirements associated with the U.S. Department of Labor and U.S. Citizenship and Immigration Services (USCIS).