



# EMPLOYEE HANDBOOK

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January 1, 2011

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## ABOUT THIS HANDBOOK

From time to time Premier Medical Group will find it necessary to update and redistribute its Employee Handbook. Attached you will find the latest update. While the core components of the handbook have essentially not changed, some of the language and the policies have been slightly altered. Any changes made were done in order to foster the most positive of work environments, focusing on the clear explanation of company policies and procedures.

As an employee of Premier Medical Group, it is your responsibility to review the attached book thoroughly and completely. Seek out your supervisor or your HR Representative with any questions you may have. It is imperative that you understand the contents of this handbook.

You will find the Employee Handbook Receipt form attached. Once you have thoroughly reviewed the handbook, taking the time to review the entire contents, securing clarification on any and all points if needed, sign and return the form to your HR Representative. We trust you will take the necessary steps to insure this exercise is completed in a timely fashion, getting this back to them within 2 weeks.

We have a great team of people here. Our future is a bright one, filled with exciting challenges and milestones in the coming months. I hope you share our enthusiasm and to that end complete this important task.

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# RECEIPT OF EMPLOYEE HANDBOOK

I have issued a copy of the Premier Medical Group Employee Handbook, dated January 1, 2011 to \_\_\_\_\_, on \_\_\_\_\_. I have requested that the contents be read and the signed receipt be returned to me no later than this date: \_\_\_\_\_.

Signature/Title of person issuing handbook:

Date of issuance:

\_\_\_\_\_

\_\_\_\_\_

I have received a copy of the Premier Medical Group Employee Handbook, dated January 1, 2011, have read the contents completely, asked any questions I have about the policies and procedures within, and understand that I am responsible for abiding by them accordingly.

I understand the rules, policies, and benefits summaries contained in the Employee Handbook may be changed, modified or deleted at any time.

**I acknowledge that this handbook is not a contract, express or implied.** I also understand that this handbook supersedes any previously published versions and agreements between any Company employee and me with respect to the terms and conditions of my employment at Premier Medical Group.

I understand that neither the handbook's policies, nor any other representations made by a management representative, at the time of hire or at any time during employment, is to be interpreted as a contract between the Company and any of its employees.

I further understand that my employment is an **employment-at-will**, voluntarily entered into, that I am free to resign at any time, and that **the Company may terminate the employment relationship, with or without notice or cause.**

\_\_\_\_\_

Employee Name (please print)

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Employee Signature

## INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Premier Medical Group (“The Company”) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. Please read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Premier Medical Group to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. Premier Medical Group reserves the right to revise, supplement, or rescind any policies or portion of the handbook, as it deems appropriate, at its sole and absolute discretion. Premier Medical Group will make every effort to notify their employees of such changes to the handbook as they occur.

## EMPLOYMENT AT WILL

The Company’s relationship with its employees is and always will be one of voluntary employment “at will”. Neither the employee nor the Company has entered into a contract of employment, either express or implied.

Although we hope that your employment relationship with us will be long term, either you or Premier Medical Group may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager, or representative of Premier Medical Group, other than the Managing Partners, has the authority to enter into any agreement with you for employment for any specified period, or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Managing Partners shall not be enforceable unless it is in writing.

## EMPLOYEE RELATIONS

Premier Medical Group provides its employees with competitive compensation and benefits, and a work environment conducive to personal and professional development. When concerns or questions arise Premier Medical Group offers an employee relations and problem resolution process to ensure that employees continue to be satisfied and comfortable throughout their tenure.

Issues that should be addressed through this program include allegations of harassment (sexual and other), discrimination, verbal abuse, physical abuse, drug or controlled substance issues, compensation and benefits concerns, and any other violation of policies and procedures contained in this Employee Handbook.

All regular and temporary full- and part-time employees are encouraged to utilize this program.

## PROCEDURE

### Issue with a Co-Worker

If you have a concern involving a co-worker, you are encouraged to speak openly and professionally to the co-worker to resolve the problem. If you are unsuccessful at this level or are uncomfortable approaching your co-worker directly, you should discuss the issue with your immediate supervisor. If you address the issue with your supervisor and are not satisfied with the results, you are encouraged to bring the issue directly to the next level supervisor.

### Issue with a Policy, Process or On-site Non-employee Third Parties



If you have a concern involving a policy, process or on-site non-employee (vendor, visitor, member, contract worker), you are encouraged to bring the issue immediately to your supervisor for investigation and resolution. If you address the issue with the supervisor and are not satisfied with the result, you are encouraged to bring the issue directly to the next level supervisor.

#### Issue with a Supervisor

If you have a work-related concern involving a supervisor, you are encouraged to speak openly and professionally to the supervisor to resolve the problem. If this is not successful, or if you are unsatisfied with the results, you are encouraged to bring the issue to your HR Representative for investigation and resolution.

## COMMENT

Management will make every effort to ensure that the issues remain confidential and to investigate and resolve the issues expeditiously. Any internal investigation will involve only those individuals who are reasonably necessary. In addition, no employee will be penalized or retaliated against for using this program. Anyone found to have breached the confidentiality or retaliation provisions of this program will be subject to disciplinary action, up to and including termination. Also, any employee that is found to have misused this process by knowingly making false allegations will be subject to disciplinary action, up to and including termination.

This policy is not designed to be rigid or inflexible. Thus, if it is your preference, you should feel free to contact any member of the management team to raise any work-related concern.

## OPEN DOOR POLICY

Premier Medical Group believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor or their HR Representative.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications are clear and attitudes are positive. We believe that Premier Medical Group amply demonstrates its commitment to employees by responding effectively to employee concerns.

## EQUAL EMPLOYMENT OPPORTUNITY

Premier Medical Group is an equal opportunity employer and will not discriminate on the basis of race, religion, color, sex, religion, sexual orientation, national origin, age, ancestry, marital status, being a party to a civil union, handicap or disabilities or perception of disabilities, military status (or unfavorable discharge from military service), political activity, or other protected class status. Discrimination in violation of this policy is prohibited.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Premier Medical Group will be based on merit, qualifications, abilities, and other business factors specific to each individual situation.

Premier Medical Group will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, placement, compensation, promotion, transfer, discipline, demotion, termination, and access to benefits and training. Any employee with questions or good faith concerns about any type of discrimination or perceived discriminations in the work place is encouraged to bring these issues to the attention of his/her immediate supervisor or their HR Representative. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment

At Premier Medical Group equal employment is not only a legal principle; it is a moral commitment as well.

## DISABILITY ACCOMMODATION

The Americans with Disabilities Act (“ADA”), prohibits discrimination against individuals with disabilities because of their disabilities. Premier Medical Group is committed to complying fully with ADA and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodations are available to disabled employees whose disability affects the performance of their essential job functions, unless such accommodations would cause undue hardship to the Company. Generally, the individual with a disability must inform Premier Medical Group that an accommodation is needed. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation), as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The ADA does not require that Premier Medical Group give preferential treatment to individuals with disabilities or lessen our qualification standards. The law does require that the Company consider providing reasonable accommodations to qualified individuals with disabilities to allow them to demonstrate their abilities and skills and perform the essential functions of their jobs.

We should all work together to see that such opportunities are available for persons with disabilities.

This policy is neither exhaustive nor exclusive. Premier Medical Group is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## IMMIGRATION LAW COMPLIANCE

Premier Medical Group is committed to employing only United States Citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, even rehired employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

It is the employee’s responsibility to notify Premier Medical Group of any changes or updates to information used to verify employment eligibility including any documents establishing identification, such as driver’s licenses, social security card and relevant immigration documents.

Employees with questions or who are seeking more information on immigration law issues are encouraged to contact your HR Representative. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Premier Medical Group wishes its business to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Examples of inappropriate activity that may be perceived as a conflict of interest include, but are not limited to, the offering of special arrangements for clients outside the scope of general business dealings, dealings involving friends or relatives that could be seen as unfairly balanced or structured, or cases involving personal gains by the employee.

Given the very broad nature of this highly sensitive area, employees are strongly encouraged to seek out their supervisor for their interpretation of ANY AND ALL possible conflict of interest situations before the agreement is entered into.

Contact the Managing Partners for more information or questions about conflicts of interest.

## OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with Premier Medical Group. However, employees may not directly or indirectly act as or become a principal, agent, a 5% or more stockholder, employee, independent contractor or counselor of any business that engages in the same business as Premier Medical Group

If Premier Medical Group determines that any employee's outside work interferes with their performance or the ability to meet the requirements of the position, as they are modified from time to time, the conflict between jobs may need to be addressed. Premier Medical Group will make every effort to make any available and reasonable accommodations. Concurrently, Premier Medical Group expects the employee to do the same, possibly including terminating the outside employment if he or she wishes to remain with Premier Medical Group.

Outside employment that in the judgment of Premier Medical Group management constitutes a conflict of interest is prohibited. Any employees who suspect a possible conflict of interest should seek out his/her HR Representative to discuss the matter further prior to the potential conflict occurring. Employees may not receive any income or material gain directly from individuals outside Premier Medical Group for materials produced or services rendered while performing their jobs at Premier Medical Group.

## NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and the success of Premier Medical Group. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals

Any employee may be required to sign a confidentiality agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment. Additionally, even if they do not personally benefit from disclosing the information, said employees may be subject to legal action.

## PATIENT AND PUBLIC RELATIONS

Our practice's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that patients have toward our practice may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a patient for granted, but if we do, we run the risk of losing not only that patient, but his or her associates, friends or family who may also be patients or prospective patients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## PROTECTING PATIENT AND PRACTICE INFORMATION

Protecting patient and practice information is the responsibility of every employee and we all share a common interest in making sure information is not improperly or accidentally disclosed.

Due to the nature of our business, patient and practice confidentiality is strictly enforced. Do not discuss the confidential business of our patients or practice. Discussions regarding confidential patient or practice business with other employees are also prohibited, unless it is a necessary work-related function.

All telephone calls regarding a current or former employee's compensation/position with our practice must be forwarded to your supervisor.

The practice's address shall not be used for the receipt of personal mail.

## EMPLOYMENT CATEGORIES

It is the intent of Premier Medical Group to define employee classifications so employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specific period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and Premier Medical Group.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Premier Medical Group management.

In addition to the above categories, each employee generally will belong to one other employment category:

Regular Full-Time employees are those who are not in a temporary status and who are regularly scheduled to work Premier Medical Group's full-time schedule of at least 35 hours per week.

Regular Part-Time employees are those who are not assigned to temporary or introductory status and who are regularly scheduled to work less than 35 hours per week.

Temporary employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Per Diem employees do not work regularly scheduled hours, but are called in to work on an as-needed basis.

## INTRODUCTORY / 90 DAY PROBATIONARY PERIOD

The 90 Day Probationary Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance, to determine whether the new position meets their expectations, and lastly to allow for Premier Medical Group to evaluate the performance of its new hires. Premier Medical Group uses this period to evaluate employee capabilities, work habits, and overall performance. Consistent with the At Will policies mentioned within this

handbook, either the employee or Premier Medical Group may end the employment relationship at will, at any time during or after the 90 Day Probationary Period, with or without cause or advance notice.

If Premier Medical Group determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a new specified period.

Upon satisfactory completion of the 90 Day Probationary Period, employees enter the "regular" employment classification

During the initial introductory period, new employees are eligible to receive all legally mandated benefits (such as Social Security and workers' compensation insurance), and certain other Premier Medical Group benefits subject to the terms and conditions of each benefit program. Employees should read the plan description for each benefit program for details on eligibility requirements.

Premier Medical Group reserves the right to initiate a new 90-Day Probationary Period for employees who are promoted or transferred within Premier Medical Group.

Benefits eligibility and employment status is not changed during a second introductory period that result from a promotion or transfer within Premier Medical Group.

## EMPLOYMENT APPLICATIONS

Premier Medical Group relies upon the accuracy of the information a prospective employee provides in an employment application, and in other data submitted throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Company's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Premier Medical Group are well qualified and have a strong potential to be productive and successful, it is the policy of Premier Medical Group to check the employment references of all applicants. References will be solicited from the prospective/newly hired employee, along with explicit permission to contact those individuals for the purpose of checking the employment history and other relevant data.

Additionally, a designated HR Representative will respond to all reference check inquiries from other employers. Please note that ONLY the designated HR Representative is authorized to respond to reference check inquiries. If you receive a call directly regarding a reference, please refer them to your HR Representative.

External disclosure of information about a current or previous employee will not be made without written authorization from the employee. Exceptions would be for verification of employment (dates and position only), information required by governmental legal agencies or in emergency situations.

## PERSONAL DATA CHANGE

It is the responsibility of each employee to promptly notify Premier Medical Group of any changes in personal data. Personal mailing addresses, telephone numbers, marital status, names of dependents, individuals to be contacted in the event of an emergency, data collected for the use of processing taxes and/or payroll, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify your HR Representative.

## ACCESS TO PERSONNEL FILES

Employee files are maintained by the HR representative and are considered confidential. Managers and supervisors, other than the HR Representative, shall have access to personnel file information on a need-to-know basis.

Personnel files are to be reviewed in the presence of Human Resources. Personnel files may not be taken outside of the department.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. This decision will be made at the discretion of the Management in response to the request, a legal subpoena, or court order.

Within a reasonable time after the receipt of a written request, Premier Medical Group will allow current and former employees access to their personnel files. Former employees will have access to their personnel files for as long as the Company retains such files. Such inspection shall take place during regular business hours and upon reasonable notice.

## PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additionally, formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Appraisals are facilitated by Human Resources. Please seek him/her out if you have any questions about the process.

Performance evaluations are done on an annual basis.

Merit-based pay adjustments may be awarded by Premier Medical Group in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process.

## EMPLOYEE BENEFITS

Eligible employees of Premier Medical Group are provided with a wide range of benefits. A number of programs (such as Social Security, Worker's Compensation and Unemployment Insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor or your HR Representative can identify the programs for which you are eligible.

Please see Human Resources for more details and the summary plan descriptions for any and all benefits offered each calendar year.

## PAID TIME OFF BENEFITS

Paid time off (PTO) is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classifications are eligible to earn and use vacation time as described in this policy:

### Regular Full-Time Employees

Generally speaking, the amount of PTO employees receives each year increases with the length of their employment as shown in the following schedule, calculated from their anniversary date of initial hire:

1. Completion of 90 Days Probationary Period post initial hire date- to 1 year of service is eligible for up to 10 PTO days annually.
2. 1 years of service to 5 years of service is eligible for 15 PTO days annually.
3. 5 years of service to 10 years of service is eligible for 20 PTO days annually.
4. 10 years of service to 15 years of service is eligible for 25 PTO days annually.
4. 15 or greater years of service accrue a day for each year, but the maximum amount of accrued time cannot exceed 30 PTO days annually.

Paid time off is accrued each pay period worked and is not accrued when on disability, leave of absence, or unexcused absences. Please see the following schedule of accrual for PTO based on a 40 hour work week:

	days	
0 - 90 day Probationary Period	0	0
91 days to up to 1 year	10	3.077
1 - 5 years	15	4.615
5-10 years	20	6.154
10-15 years	25	7.692
15 years	26	8
16 years	27	8.308
17 years	28	8.615
18 years	29	8.923
19 years	30	9.231

Part-time employees will accrue PTO on prorated basis, based on the number of hours typically worked per week. Please see your HR Representative for further information as needed.

If in a given week, a regular full-time employee works less than a 40 hour work week, time will be taken from their PTO bank to bring them up to 40 hours in order to avoid unpaid time off. If an employee un-expectedly needs to work less than 40 hours in one week, they may be allowed to make up the time within the same week at the discretion of their supervisor, in order to minimize using their PTO.

Premier Medical Group reserves the right to round up or down each pay period when a fractional amount of accrued time off is present.

Accrual of PTO time begins upon the completion of the 90-day introductory period. During the 90-day introductory period, PTO does not accrue. Time may be requested and utilized in accordance with what is accrued. Use of accrued time off is based on submitting a request to your direct supervisor for their approval, as well as possibly the approval of other Premier Medical Group management. Business needs will be considered with each request, with every effort being made to honor the request. Generally it is suggested that no more than 1 week of PTO be taken at a time. Employees will generally not be allowed to utilize PTO time which has not yet been accrued. In certain circumstances, Premier Medical Group will advance up to 24 hours of PTO to be used prior to it being accrued. No additional time will be advanced, until the PTO bank has been paid back the advanced time. All employees must pay back any advanced PTO by December 31 of each year.

A total of 5 PTO days may be carried over from year to year.

Employees may not call out sick the last scheduled day immediately before a scheduled PTO day, or the first scheduled day immediately following a scheduled PTO day. In the event an employee does call out sick on one of these days, Premier Medical Group will require the delivery of a doctor's note.



Employees who terminate their employment with the Company shall have their PTO prorated based on the number of full pay periods worked prior to their termination date. If an employee terminates employment for any reason (either voluntarily or involuntarily) and has taken more time off than accrued through the separation date, the Company will request immediate repayment which can be made through payroll deduction or a separate check payable to the Company, at the employee's choice.

## HOLIDAYS

Following the 90-day introductory period, regular full-time employees are eligible for holiday pay on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Following the 90-day introductory period, regular part-time employees are eligible for holiday pay for the hours normally worked only if the holiday falls on a day they are usually scheduled to work.

If a recognized holiday falls during an eligible employee's paid absence, such as vacation, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Employees may not call out sick the last scheduled day immediately before a holiday, or the first scheduled day immediately following a holiday. In the event an employee does call out sick on one of these days, Premier Medical Group will require the delivery of a doctor's note. Premier Medical Group reserves the right to not pay an employee for a holiday in the event that the employee does not work the last scheduled day immediately before a holiday, as well as the first scheduled day immediately following the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

If a recognized holiday falls on a weekend, it will be celebrated either on the Friday before or the Monday after, at the discretion of Premier Medical Group.

## RELIGIOUS HOLIDAYS

Reasonable accommodation is made to give an employee the opportunity to be off from work to observe a non-designated religious holiday. This time should be scheduled and approved in advance by their supervisor. An employee may use any available PTO for these holidays. If there is no available time remaining, an employee may take the time off without pay if approved by their supervisor.

## JURY DUTY SERVICE

Premier Medical Group encourages employees to fulfill their civic responsibilities by serving jury duty when required. All regular full and part-time employees qualify for jury duty leave over any three-year period. Jury duty pay will be calculated from the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Company will continue to pay the employee's regular salary for the first 5 days if jury service, and then the employee would be granted unpaid leave for the remainder of the jury service.

Employees should submit a copy of the Jury Duty Summons to their supervisor as soon as it is received so that arrangements can be made to accommodate their absence. While on jury duty, employees are expected to call their supervisor on a daily basis. Of course, employees are expected to report for work whenever the court schedule permits or as soon as they are released from jury duty service. A copy of the release documentation should be provided to the supervisor.

Premier Medical Group may request that an employee be excused from jury duty if, in Premier Medical Group's judgment, the employee's absence would create serious operational difficulties.

## WITNESS AND CRIME VICTIM LEAVE

Premier Medical Group will grant reasonable and necessary leave from work, without pay, to employees who are witnesses or victims of a crime or to attend or participate in legal proceedings pertaining to a crime. Affected employees must give the Company reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour rules.

## VOTING LEAVE

Premier Medical Group will grant up to two hours of leave from work, without pay, during the time the polls are open to vote, unless there are four or more nonworking hours between the opening and closing of the polls. Affected employees must give the Company at least two days (but not more than 10 days) notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour rules.

## BEREAVEMENT LEAVE

Premier Medical Group provides time off for certain personal emergencies. Regular full-time and part-time employees may receive pay for time off during regularly scheduled hours.

After the completion of the introductory period, an employee who wishes to take time off due to the death of a family member should notify their supervisor immediately.

5 days of paid bereavement leave will be provided to regular full-time employees due to the death of a spouse, child or parent. 3 days of paid bereavement leave will be provided to regular full-time employees due to the death of an in-law, sibling, or grandparent. 1 day of paid bereavement leave will be paid due to the death of any other relative. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation such as over time, commissions or bonuses. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Regular part-time employees will be provided 2 days of paid bereavement leave for the death of an immediate family member.

## FAMILY AND MEDICAL LEAVE OF ABSENCE (FED FMLA)

All regular employees who have been employed for 12 months or more and who have worked at least 1,250 hours during the preceding 12-month period and who works at a covered location are eligible for unpaid family/medical leave of absence due to the following circumstances:

- Due to an employee's own serious health condition;
- For the birth and care of a newborn child, or the placement and initial care of an adopted or foster care child;

- To care for an employee's spouse, child, or parent with a serious health condition; and
- Because of any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. These include: (1) short notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities where the employer and employee agree to the leave.

The Company will designate qualified leaves as FMLA, and will notify employees when this is the case.

Requests for FMLA leaves must be approved in advance by your supervisor and Human Resources. If the need for the leave is foreseeable, employees must provide the Company with at least 30 days advance notice. Under emergency circumstances, notice must be given as soon as feasible, and within 1 or 2 business days of learning of the need for leave. When a request for leave is for a qualifying exigency, notice must be provided as soon as feasible. Failure to comply with this notice requirement will be grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

Eligible employees will be entitled up to a cumulative maximum of 12 weeks family and/or medical leave within a 12-month period. The 12-month or period is measured from the date an employee's requested family and/or medical leave will begin. Parents who both work for Premier Medical Group, including any subsidiaries, are entitled to a combined total of 12 weeks leave within a 12-month period for the birth, adoption or foster care placement of their child, or to care for a parent with a serious health condition.

In addition, an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces (including a member of the National Guard or Reserves) is entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member if he or she is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. If a husband and wife are both employed by the Company, then they are entitled to a combined total of 26 weeks of leave within a 12-month period to care for a service member.

Employees on workers' compensation leave of absence will be granted leave consistent with the Company's obligations under workers' compensation law. If the employee's work related injury also meets the criteria of a serious health condition under the Family and Medical Leave Act, the absence will be counted against an employee's family and medical leave entitlement.

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with the Company to schedule the leave so as not to unduly disrupt the Premier Medical Group's operations, subject to the approval of the employee's health care provider. In such cases Premier Medical Group may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Employees who request a medical leave or family leave to care for a family member with a serious health condition must submit a written medical certification from a health care provider to support the leave request and the expected length of absence. Employees returning from a medical leave must provide medical certification of their fitness to work. All employees requesting a leave extension must provide medical certification of the need for continued leave prior to the expiration of their approved leave.

Generally, FMLA leave is unpaid. Employees will be required to use available accrued paid time off during leave for any family or medical leave reason, and for their own serious health condition.

Upon return from FMLA leave within the operative 12 or 26-week period, employees will be returned to the same position held prior to the leave or one that is equivalent in pay, benefits and the terms and conditions of employment. If no such position is available, employment will be terminated if consistent with the Company's obligations under workers' compensation law and the Americans with Disabilities Act ("ADA"), if applicable. However, if, but for the leave of absence, the employee would have been laid off, then the employee's right to reinstatement shall be the same had the employee not been on leave at the time the layoff occurred.

Employees who are unable to return to work after taking a maximum of 12 or 26 weeks, whichever is applicable, of family and/or medical leave will be considered to have resigned, if consistent with the Company's obligations under workers' compensation law and the ADA, if applicable. Acceptance of other employment during a family and/or medical leave, or failure to return as soon as able, will be considered a voluntary resignation. Employees who are able, but choose not to return to work following a FMLA leave, may be liable to return any medical and dental insurance premium payments made by the Company on their behalf during their leave.

Employees not returning to work following family and/or medical leave will be offered COBRA coverage that will allow them to continue benefits at their own expense according to applicable state and federal law.

This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to comply with all other applicable federal and state laws.

## LEAVE OF ABSENCE (NON-FMLA)

Under special circumstances, which do not qualify for FMLA, employees that have completed 12 months of continuous service during the preceding year may be allowed a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of your HR Representative. Leaves of absence may not exceed 30 days during which time no benefits will accrue. Leaves of absence are granted only after accrued PTO has been exhausted.

Employees are responsible for paying their share of the group insurance premiums if they wish to continue coverage during their absence. An employee's position may not be guaranteed upon their return; however the Company will make every effort to reinstate them to their former position or something comparable if available. Failure to return at the agreed upon date may be considered voluntary termination of employment.

If an employee requires a second non-FMLA leave of absence within any 12-month rolling period, they may apply for another leave of absence, by contacting their HR Representative. All leaves of absence are subject to verification and must be approved by the HR Representative at its sole discretion.

## MILITARY LEAVE/ UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT ("USERRA")

Premier Medical Group will not deny initial employment, re-employment, promotion, or any benefit of employment to, or terminate a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an

obligation to perform service in a uniformed service on the basis of that membership, application for membership, performance of service, application for service, or obligation. Additionally, the Company will not retaliate against a person who asserts his/her USERRA rights, assists someone else to assert USERRA rights, or assists in USERRA investigation.

Premier Medical Group is committed to supporting employees who may be called or volunteer to serve on active military duty. Premier Medical Group complies with and supports federal law, which provides for unpaid leave of absence for National Guard and Military Reserve members, those who volunteer or are involuntarily inducted into military service, those who are called to attend military training, and those who are called for active duty. All employees are eligible to take military leave.

Premier Medical Group will grant unpaid leave for regular employees who are called to, or volunteer for, active military duty in accordance with Federal guidelines. To be eligible for USERRA rights, the employee shall provide the Company advance notice, written or verbal, of the employee's military service, unless notice is impossible, unreasonable, or precluded by military necessity. In addition, the employee must submit a timely reemployment application in accordance with the timelines provided by federal law.

Premier Medical Group is committed to reemploying an employee returning from military leave to the position the employee would have attained if his or her continuous employment had not been interrupted due to the military service ("escalator position") or in a position of equivalent seniority, status and pay or in the pre-military leave position, if the employee meets certain conditions prescribed by federal law.

Exceptions:

The Company may not reemploy an employee under the following limited circumstances:

- Change in the Company's circumstances. If reemployment is unreasonable or impossible because Premier Medical Group's circumstances have changed, Premier Medical Group may deny reinstatement. For example, if the employee's job has been eliminated in a reduction-in-force, reinstatement may not be required;
- If, after reasonable efforts to accommodate a disability, rehiring a disabled employee causes Premier Medical Group an undue hardship;
- If the pre-military leave position was a brief, non-recurrent period of employment and there was no reasonable expectation that such employment would continue indefinitely; or
- If the employee is discharged from the uniformed services with a punitive military discharge (e.g., a court martial discharge) or any other than honorable administrative discharge.

This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to comply with all other applicable federal and state laws.

## MILITARY LEAVE – SPOUSES

Pursuant to New York State Law, employees who work an average of twenty (20) hours per week may be eligible for a military leave of up to ten (10) days. To qualify, employees must be the spouse of a member of the U.S. Armed Forces, National Guard, or Reserves who has been deployed during a period of military conflict to a combat theater or combat zone of operations. This leave cannot exceed ten (10) days and is unpaid.

Military leave for military spouses may only be used when the covered employee's spouse is on leave from the U.S. Armed Forces while deployed during a period of military conflict to a combat theater or combat zone of operations.

## HEALTH AND WELFARE PLANS AND PARTICIPATION

A comprehensive health and welfare insurance program is provided to all eligible employees. Your HR Representative will meet with you to go over the details of these plans, provide you with appropriate summary plan descriptions and answer any questions you may have.

## PRIVACY NOTICE: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

It is the policy of Premier Medical Group to ensure that the operations, activities, and affairs of Premier Medical Group and our clients and patients are kept confidential to the greatest possible extent. If, during their employment, employees acquire confidential or proprietary information about the Company and its clients, such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of such information.

### YOUR PRIVACY IS IMPORTANT TO US - OUR PRIVACY PLEDGE

Premier Medical Group does not disclose your nonpublic personal medical and financial information, except as required or permitted by law.

Premier Medical Group will ensure that its practices and standards comply with HIPAA and other applicable federal and state laws and regulations. The Company will work with appropriate regulatory and accreditation agencies to ensure consistency between The Company's policies and HIPAA. When there is a conflict between applicable state and federal regulations, the Company will uphold the higher privacy standard.

### HOW WE PROTECT YOUR INFORMATION

Our policies restrict access of your information to employees who need this information to provide services to you and as permitted by law. We maintain physical, electronic and procedural safeguards that comply with legal requirements to protect your nonpublic personal medical and financial information.

The Company has undertaken an initiative to educate its officers, employees, volunteers and others about HIPAA compliance.

### YOUR RIGHTS

At Premier Medical Group, you have the following rights:

- To authorize disclosure of your protected health information to third parties
- To revoke previously authorized disclosures
- To request limited disclosure of your health information
- To inspect and copy your protected health information
- To amend information
- To request a listing of personnel who have accesses to your information

### QUESTIONS

If you have any questions about this privacy notice, wish to request personal disclosure documentation or to confidentially report an incident, please call the designated HIPPA representative of your division. The Company will respond to your request as quickly as possible. Requesting information or reporting an incident will not adversely affect your career at Premier Medical Group.

For more information on HIPAA or in the event of a complaint, you may also contact the HHS Office Inspector General Hotline:

By Phone: 800-HHS-TIPS (800-447-8477)

By Fax: 800-223-8164

By E-Mail: [HTips@os.dhhs.gov](mailto:HTips@os.dhhs.gov)

By TTY: 800-377-4950

By Mail: Office of Inspector General  
Department of Health and Human Services - Attn: HOTLINE  
330 Independence Ave., SW - Washington, DC 20201

## BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Premier Medical Group's health plan when a "qualifying event" would normally result in the loss of eligibility.

Events that are "qualifying events" for COBRA purposes are:

- a termination of employment or reduction in hours
- divorce or separation,
- death
- entitlement to Medicare
- losing dependent status under the plan

If an employee or his/her spouse or dependent is a "qualified beneficiary," then he or she can elect COBRA coverage. Generally, a qualified beneficiary is a person who is actually covered by Premier Medical Group's health plan on the day before the event causing a termination of coverage occurs. A qualified beneficiary also includes a child born to or placed for adoption with a qualified beneficiary.

If one of these events occurs, the employee and any spouse or dependent eligible under the plan can elect continuation, or COBRA, coverage. The employee will generally have 60 days to decide whether to elect COBRA coverage. A qualified beneficiary who is eligible for 18 months of COBRA coverage may extend the coverage period to 29 months if the employee becomes disabled or was already disabled during the first 60 days of COBRA coverage. The COBRA coverage period can be extended from 18 or 29 months (in the event of a disability extension) to 36 months if the beneficiary has a second "qualifying event" during the period of coverage. However, 36 months is the maximum amount of time an employer is required to provide continuation coverage.

Generally, the COBRA coverage provided to the employee (or spouse/dependent) must be the same as the coverage the individual had on the day before the qualifying event. The employee can be asked to pay the entire cost of the insurance

premium, including any portion previously paid by Premier Medical Group. The employee may also be asked to pay a 2% administrative fee for a total of 102% of the cost of health insurance coverage. An amount up to 150% of the cost of coverage can be charged during the additional 11-month disability extension period.

Coverage begins on the date that coverage would otherwise have been lost by reason of a qualifying event and will end at the conclusion of the maximum period. It may end earlier if:

- Premiums are not paid on a timely basis.
- The employer ceases to maintain any group health plan.
- After the COBRA election, coverage is obtained with another employer group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary.
- After the COBRA election, a beneficiary becomes entitled to Medicare benefits.

Many group health plans provide an option for participants to convert to individual coverage upon expiration of the group coverage. If such a conversion option is generally available to similarly-situated non-COBRA beneficiaries, it must also be provided to qualified beneficiaries whose COBRA continuation coverage ends as a result of the expiration of the maximum coverage period. The conversion option must be provided during the 180-day period that ends on the maximum coverage expiration date. The conversion coverage need not provide the same level of coverage as the group plan.

## SAFETY / WORKER'S COMPENSATION INSURANCE

It is Premier Medical Group's intent to provide a safe and secure work environment for all employees. If an employee becomes aware of, or has concerns involving safety, they should contact their supervisor immediately. Any actions by employees, which jeopardize the safety and welfare of co-workers, will not be tolerated. Such inappropriate behavior may result in disciplinary action up to and including termination of employment.

All work-related accidents and injuries while on Company property must be reported to a supervisor immediately so that an appropriate investigation and report can be completed.

Premier Medical Group provides a comprehensive workers compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Any employee who is injured on or off the job may not be allowed to return to work, depending on the injury, (even in a restricted or light duty capacity), until released by the treating physician. Prior to returning to work, the employee must provide a copy of the release documentation

Neither Premier Medical Group nor the insurance carrier will be liable for the payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Premier Medical Group. Please seek out your HR Representative to review the particulars of this and all other plans.

## WORK SCHEDULES

### HOURS OF WORK



Premier Medical Group's normal business hours are from 8:30 until 5:00 pm. To accommodate the needs of our patients, we do occasionally start our day earlier, and also have occasional night and weekend hours. Because of the nature of our business, your work schedule may vary depending on your job. Check with your supervisor if you have questions about your hours of work. The scheduling of employee hours is directed toward our patients' and general business needs. It is, therefore, inappropriate for personnel to take protracted periods of time away from their job or to be late. This puts a burden on the other members of our staff as well as our patients. If you know you will be arriving later than that which would allow you to commence your workday on schedule, you will be expected to call in to your supervisor immediately. Likewise, if you will be absent, you are required to call, or have someone call for you, before your scheduled starting time.

## **LUNCH BREAK**

Generally speaking, employees are entitled to a lunch break, which is generally taken between 12 noon and 2:00 p.m. Generally, employees are required to complete their lunch break no later than 2:00 p.m. Employees will be relieved of all active responsibilities and restrictions during meal periods and hourly employees will not be compensated for that time.

Your scheduled starting time and lunch break schedule should be discussed with and approved by your immediate supervisor.

Please note that the consumption of food or beverage in any patient care area is strictly prohibited.

## **ATTENDANCE AND PUNCTUALITY**

Premier Medical Group relies on its employees to contribute productively to its success and profitability. Premier Medical Group expects employees to be reliable and punctual in reporting for scheduled work. Punctuality is one of several factors taken into account when considering promotions, merit increases, and transfers.

Employees must notify their immediate manager if they will be late or absent from work no later than 30 minutes after their scheduled starting time.

An absence is the failure to report for a scheduled work period and is defined as lost time (partial or full day). Excessive absenteeism or tardiness is a serious barrier to good job performance that may lead to disciplinary action ranging from verbal warnings up to and including termination of employment. If absent for two consecutive full days without reporting to his/her supervisor, an employee will be considered to have voluntarily resigned.

## **PAYDAYS**

All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period, less applicable federal and state withholdings and authorized deductions.

Employees may have their pay directly deposited into their bank accounts if they provide advance written authorization to Premier Medical Group. Employees will receive an itemized statement of wages when Premier Medical Group makes direct deposits.

In the event that a regularly scheduled payday falls on a scheduled company day off, such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

## **RECORDING YOUR TIME**

To ensure that compensation accurately reflects time worked, all non-exempt employees are required to record time worked on a weekly basis.

All non-exempt employees are expected to start and end their workday within certain timeframes and should record the time they begin and end their workday in order to keep accurate records of time spent on the job. In addition, they must record the beginning and ending time of any shifts or departure from work for personal reasons. Furthermore, employees must record time not worked such as holidays, vacations, personal and sick days.

Altering, falsifying or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## OVERTIME PAY

Occasionally it will be necessary for hourly, non-exempt employees to work more than their scheduled hours. The decision to work additional time will be that of the employee's direct supervisor (or senior management.) Overtime work must be supervisor approved in advance of the hours being worked. Non-exempt employees will be paid straight time up to 40 hours worked per week. After 40 hours an employee shall be paid one and one half times their designated hourly rate (or time and a half rate.) The time and a half rate is paid only after 40 hours are actually worked. Until 40 hours have actually been worked all hours will be paid at the designated hourly rate. If an employee is sick or a holiday falls during the week, the time paid for these days is not included in the actual work hours. An overtime form must be completed and signed by a supervisor.

Commute time traveling from the employee's home to the normal place of work and back is not compensable. Required travel time to a location that is not a normal place of work, overnight travel, and other types of travel beyond a normal commute may be compensable, subject to and in accordance with applicable state and federal law. Please report such travel or questions to your Human Resources Representative.

## ADMINISTRATIVE PAY CORRECTIONS

Premier Medical Group takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of your HR Representative so that corrections can be made as quickly as possible. Failure to do so would be treated as a potential reason for immediate dismissal.

## PAY DEDUCTIONS AND SET-OFFS

The law requires that Premier Medical Group make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Premier Medical Group must also deduct Social Security taxes on each employee's earnings, up to a specified limit that is called the Social Security "wage base." Premier Medical Group matches the amount of Social Security taxes paid by each employee.

Premier Medical Group offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Such authorizations must be made in writing.

Additionally, the IRS has ruled that certain fringe benefits must be treated as compensation. This means that the Company is required to withhold applicable federal, state and local income taxes based on the imputed value of these benefits. If this IRS ruling impacts you, Human Resources will notify you.

Any questions you have concerning why deductions were made from your pay or how they were calculated, please see your HR Representative, who will assist you in having your questions answered.

## GARNISHMENTS

Premier Medical Group maintains a policy to cooperate with legal requirements pertaining to garnishments.

Specifically, by court order, a creditor may force the Company to withhold wages and turn them over to the court. Your HR Representative will make every effort to assist the employee through this process, as well as keep this information confidential so as to protect the employee's privacy. This situation should not affect the employee's standing with the Company.

If employees find themselves in this situation, they are expected to cooperate with the Company fully in the execution of the garnishment. In the event the employee disagrees with the court's decision, it is the employee's responsibility to pursue the matter through legal channels. Premier Medical Group cannot and will not be involved in the source of the issue, instead meeting its obligation to comply with a court order.

## EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Some of the most common circumstances under which employment is terminated include resignation, discharge, layoff and retirement.

Premier Medical Group will make every effort to conduct exit interviews at the time of employment termination. The exit interview affords an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Premier Medical Group, and/or return of Premier Medical Group-owned property. Since employment with Premier Medical Group is based on mutual consent, both the employee and Premier Medical Group has the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with the applicable state law.

Employee benefits will be affected by employment termination. Once all the relevant data is collected and reviewed, all accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment. Although advance notice is not required, at least two weeks' notice is customary.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide adequate advance notice as requested, the employee may not be considered eligible for rehire, at the Company's discretion.

## EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fire, and power failure may disrupt company operations. In extreme cases, these circumstances may require the closing of the office. Premier Medical Group will make every effort to open their offices whenever possible.

Employees unable to report to work due to emergency conditions, when the office is open, should call in at least an hour prior to their scheduled work start time. Employees who are unable to report to work may request that time scheduled, but not worked, be paid and charged to accrued PTO. Employees who are unable to report to work and have no accrued PTO will not be paid. Overall, each event and each situation will be reviewed on a case-by-case basis.

In the event that such an emergency occurs during non-working hours, all employees are encouraged to check their Premier Medical Group email for official communication of office closings. In addition, your supervisor will make every effort to contact you prior to your leaving home for work. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

## COMPANY PROPERTY

An employee of Premier Medical Group can expect to be provided with the “tools” necessary to effectively perform their job. “Tools” include, but are not limited to: phones, pagers, fax machines, copiers, laptops, PC’s, files, manuals, software, credit cards, key cards and basic office supplies. In turn, the Company expects these “tools” to be used for business purposes only.

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Any unauthorized or inappropriate use (i.e. not for business purposes) of Company property is prohibited and subject to disciplinary action. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

In the event of separation from Premier Medical Group, all Company property must be returned immediately.

## COMPUTER, EMAIL & INTERNET USAGE

### INTRODUCTION

Premier Medical Group recognizes that use of the Internet has many benefits for Premier Medical Group and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place Premier Medical Group and others at risk. This policy discusses acceptable usage of the Internet.

### GUIDELINES

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner.

1. Premier Medical Group Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or pornographic. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.

2. Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon Premier Medical Group or be contrary to Premier Medical Group best interests; and any illegal activities -- including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail -- are strictly forbidden.

3. Copyrighted materials belonging to entities other than Premier Medical Group may not be transmitted by employees on the company's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.

4. Do not use the system in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)

5. The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Department. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.

6. Each employee is responsible for the content of all text, audio or images that he/she places or sends over the company's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that Premier Medical Group name is attached to all messages so use discretion in formulating messages.

7. E-mail is not guaranteed to be private or confidential. All electronic communications are Premier Medical Group property. Therefore, Premier Medical Group reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read -- or possibly alter -- your messages.

8. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the Company.

## COMPANY'S RIGHT TO MONITOR AND CONSEQUENCES

All company-supplied technology, including computer systems and company-related work records, belong to Premier Medical Group and not the employee. Premier Medical Group routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the vast resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are Premier Medical Group - owned, all company policies are in effect at all times. Any employee who abuses the privilege of Premier Medical Group facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

## QUESTIONS REGARDING THE USE OF THE INTERNET OR E-MAIL

If you have questions regarding the appropriate use of the Internet or E-mail, contact Human Resources.

## SOCIAL NETWORKING POLICY

The following is the Company's social media and social networking policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your supervisor if you are uncertain.

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the company. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.
2. Information published on your blogs should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to the company, other employees, customers, partners, and competitors.
4. Social media activities should not interfere with work commitments.
5. Your online presence reflects the company. Be aware that your actions captured via images, posts, or comments can reflect that of our company.
6. Do not reference or site company clients, partners, or customers without their express consent. In all cases, do not publish any information regarding a client during the engagement.
7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
8. Company logos and trademarks may not be used without written consent.

Employees must also be aware of and abide by the Federal Trade Commission guidelines regarding the use of endorsements and testimonials. Under these guidelines, employees who use social media to make statements about the Company's products may create unintended legal liability for the Company if a consumer later claims to have been misled into purchasing an allegedly dangerous or defective product by such a posting. In an effort to avoid such liability, the Company strictly prohibits illegal endorsements by any employee.

An "endorsement" is an advertising message that consumers are likely to believe reflects the opinions beliefs, findings, or experiences of a party other than a sponsoring advertiser. Consequently, Company employees must ensure that an endorsement does not include any representation that would be deceptive or misleading. Further, employees may not make false or unsubstantiated statements through endorsements and employees are always required to disclose their relationship with the Company in endorsement postings.

Employees in violation of the Company social networking policy may be disciplined up to and including termination.

## CELLULAR PHONE/PDA POLICY

1. Personal cellular phones and/or PDAs (Blackberry, Palm Pilot etc)

While at work, employees are to exercise the same discretion in using personal cellular phones and associated equipment as they do for company phones. Excessive personal calls and messages during the workday can interfere with employee productivity and be distracting to others. The company encourages a reasonable standard of limiting personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

Personal cell phones should be set to silent or vibrate mode while in the office.

The use of camera phones in the workplace is strictly prohibited due to privacy and security concerns. The Company reserves the right to confiscate any employee's cell phone in order to determine if this policy has been violated.

The company will not be liable for the loss of personal cellular phones or PDAs brought into the workplace.

## 2. Personal use of company-provided cellular phones or PDAs.

Where job or business needs demand immediate access to an employee, the company may issue a business cell phone or PDA to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs and e-mail activity will be audited regularly to ensure no unauthorized use has occurred.

Employees in possession of company equipment such as cellular phones and PDAs are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the equipment and associated accessories in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

## 3. Safety issues for cellular phone and PDA use.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone or PDA for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to find a suitable place to safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, New York state law mandates the use of a hands free device, thus the acceptance of a phone call while driving without such a device is illegal. The company encourages employees to refrain from discussion of complicated or emotional issues and pay attention while driving. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. All employees are required to abide by the applicable state law.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

## 4. Special responsibilities for managerial staff.

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

# PERSONAL PHONE CALLS

Personal phone calls during working hours distract employees from their job responsibilities and may be disruptive to coworkers. Employees should therefore limit the placing or receiving of personal calls during working hours.

This policy applies to the use of Premier Medical Group phone equipment as well as cellular phones.

Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under the company's disciplinary procedure.

Employees contacted by creditors or collection agencies should immediately inform the caller of this policy and end the call. They should then follow up with the agency in writing advising them not to call them at work. Creditors failing to honor such a request can be reported to the Federal Trade Commission at [www.ftc.gov](http://www.ftc.gov).

## SOLICITATION, DISTRIBUTION, AND POSTING

Premier Medical Group prohibits the solicitation, distribution and posting of materials on or at Company property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Premier Medical Group management and Company-sponsored programs related to Premier Medical Group products and services.

### PROVISIONS:

Non-employees may not solicit employees or distribute literature of any kind on Premier Medical Group's premises at any time. Employees may only admit non-employees to work areas with management approval or as part of a Company-sponsored program. These visits should not disrupt workflow. The Premier Medical Group employee must accompany the non-employee at all times. Former employees are not permitted onto Company property except for official Company business.

Employees may not solicit other employees during work times, except in connection with a Company approved or sponsored event.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a Company-sponsored event

The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violation of this policy should be reported to Human Resources.

## PUBLIC RELATIONS / MEDIA INQUIRIES

The only individual designated to speak on the organization's behalf is the Director of Marketing and Public Relations. No one other than this individual should represent the company's position to the media.

## WORKPLACE MONITORING

Workplace monitoring may be conducted by Premier Medical Group to ensure quality control, employee safety, security, and customer satisfaction. Nonetheless, the Company will not monitor areas designed for the health or personal comfort of the employees such as rest rooms.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our clients' image of Premier Medical Group as well as their satisfaction with our service.



Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Premier Medical Group is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

## SECURITY INSPECTIONS

Premier Medical Group wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Premier Medical Group prohibits the possession, transfer, sale, or use of such materials on its premises. Premier Medical Group requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of Premier Medical Group. Accordingly, any agent or representative of Premier Medical Group can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

Premier Medical Group likewise wishes to discourage theft or unauthorized possession of the property of the Company, employees, visitors, and clients. To facilitate enforcement of this policy, Premier Medical Group or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Premier Medical Group's premises.

## CARE OF PATIENT RECORDS

To provide the best care for our patients it is critical that we maintain accurate and current patient records. Patient records should be returned to the appropriate filing cabinet following documentation. Patient records may not be removed from the premises for any reason.

Patient records should be handled with care and not disfigured in any way. Falsification of patient records is strictly prohibited.

Occasionally, patients or other physicians will request copies of practice records. Under no circumstances will requests for patient records be fulfilled unless prior legally permissible authorization is provided. Place the documentation of such authorization in the patient's file.

## CONFIDENTIALITY OF PATIENT MATTERS

The law and our professional ethics require that each employee maintain confidentiality when handling patients matters.

To maintain this professional confidence, no employee shall disclose patient information to outsiders, including other patients, third parties or members of one's own family.

Any disclosure of confidential information will result in disciplinary action up to and including discharge.

## SMOKING

In keeping with Premier Medical Group's intent to provide a safe and healthful work environment, as well as in accordance with New York State law, smoking is prohibited throughout the workplace.

The Company's smoking policy seeks to balance our desire to provide courteous customer service with respect to individual rights and our commitment to uphold government regulations.

This policy applies equally to all employees, clients, and visitors. Employees who choose to smoke must do so in the designated areas of the building. Time for smoking breaks should be limited accordingly. Excessive breaks taken of this nature are not acceptable and may result in disciplinary action, up to and including termination.

## VISITORS IN THE WORKPLACE

Only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures orderly operations and provides the best possible work environment.

Because of safety and security reasons, family and friends of employees are discouraged from visiting.

All visitors should enter Premier Medical Group at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Premier Medical Group's premise, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

## EMPLOYEE CONDUCT AND WORK RULES

Premier Medical Group expects an employee to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Failure to change or improve inappropriate behavior or performance.
- Logging into any company system as anyone but yourself or falsifying work hours.
- Abusive or threatening language to any employee, visitor or patient.
- Sleeping or loafing while on the job at any time other than during established break periods.
- Inappropriate behavior while on Company property.
- Leaving the Company or assigned work place (other than breaks & meal periods) during working hours without permission from a supervisor or other person authorized to grant permission.
- Conduct which violates common decency or morality (i.e. bribery, harassment, etc.).
- Involvement in the following activities may result in prosecution: obtaining material, property or money from the Company by fraudulent means or misrepresentation; stealing, willfully damaging, or maliciously hiding any property of an employee, guest or the Company.
- Falsifying records/data or reports (including but not limited to: personnel records, timekeeping and attendance, production, inventory, accounting or other records of the organization).
- Falsification of information provided or given in connection with employment.
- Divulging information of a confidential nature to unauthorized persons.
- Failure to disclose in an application for employment a conviction of any criminal offense (felony or misdemeanor).
- Failure to accept job assignments or the refusal to obey legitimate orders of a supervisor or authorized individual.
- Reporting to work under the influence of alcohol or an unauthorized controlled substance; possessing or using liquor or an unauthorized controlled substance on Company premises.
- Carrying a weapon on Company premises.
- Failure to return to work as scheduled at the end of an authorized leave of absence.
- Inappropriate use of Company communication devices.

Employment with Premier Medical Group is at the mutual consent of Premier Medical Group and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## DRUG & ALCOHOL USE

Premier Medical Group employees are its most valuable resource. Our policy seeks to provide a safe and healthy work environment for all our employees.

To promote this goal, employees are required to report to work in appropriate mental and physical condition so that they can perform their jobs in a satisfactory manner. While on Premier Medical Group premises and while conducting business-related activities off Premier Medical Group premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. Premier Medical Group may sponsor offsite events where alcohol is served, including but not limited to employee trainings, holiday parties, sporting events, etc. It is expected that employees will practice responsible alcohol consumption at these events, including making plans with a designated driver as necessary. The use of illegal drugs at any Premier Medical Group sponsored event will not be tolerated.

The legal use of prescribed drugs is permitted on the job if it does not impair an employee's ability to perform the essential functions of the job and permits the employee to effectively function in a safe manner that does not endanger themselves or other individuals in the workplace. Premier Medical Group reserves the right to request a note from an employee's doctor, confirming the medication in use was prescribed and will not affect an employee's ability to perform their job.

Compliance with this policy by every employee is an express condition of employment with Premier Medical Group. The Company reserves the right to conduct an investigation to determine whether there has been a violation of this policy while an employee is on Company premises, or while conducting Company business off premises. This may include drug testing under certain circumstances and if appropriate, mandatory participation in a substance abuse rehabilitation program. An employee's failure to cooperate fully in an investigation, or any employee violation of this policy, shall be grounds for severe disciplinary action up to and including termination from the Company.

Furthermore, in accordance with the Drug Free Workplace Act of 1988, any employee convicted of a drug statute violation occurring in the workplace must notify the Company of such conviction within 5 days of conviction.

Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action, may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Premier Medical Group's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Premier Medical Group policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Premier Medical Group any undue hardship.

The Practice Administrator and your HR Representative will determine the course of action in the event of an employee drug or alcohol problem. They will also be responsible for educating and informing employees and management regarding the Drug Free Workplace Act and its policies.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or their HR Representative without fear of reprisal.

## **DRUG TESTING POLICY**

All employees are required to submit to testing for alcohol or drugs when requested to do so by Premier Medical Group following an accident or upon other reasonable suspicion. In the event that testing is requested, the employee will be transported to a testing site for collection of a blood, breath or urine sample. The sample will be screened for alcohol, marijuana, cocaine, opiates, amphetamines and phencyclidines (PCP).

In the event of an accident at the work place or during working hours, the employee(s) who caused, contributed to or was injured may be tested for drugs or alcohol. For purposes of this policy, the term "accident" means and includes any incident resulting in physical injury of an employee or others, damage to Company property in excess of \$500.00, or delay in work production for a significant period of time.

An employee may be sent for a drug test if there is reasonable suspicion. Reasonable suspicion may include but is not limited to the following:

- A supervisor’s observation or other credible evidence of conduct that an employee is under the influence of or impaired by alcohol or drugs, such as appearance, speech or body odors.
- The violation of safety rules resulting in personal injury or Company damage.
- The refusal of medical treatment following a work-related injury.

Refusal or failure to submit to an alcohol or drug test or tampering with a sample submitted in connection with such test will result in disciplinary action. Positive test results may constitute grounds for immediate termination of employment. Drug tests may be conducted as a condition of employment in some locations.

Drug tests will be conducted in accordance with relevant federal and state laws. Accordingly, the Company shall not take an adverse employment action unless a positive drug test result is confirmed by a second test of the same sample, in a test separate and independent from the first test. An employee who tests positive shall be provided a copy of said test result. Positive test results shall be confidential and disclosed on a need to know basis.

## SEXUAL & OTHER UNLAWFUL WORKPLACE HARASSMENT

### WHAT IS SEXUAL HARASSMENT?

Although many people think of sexual harassment as involving a male supervisor and a female associate, not all sexual harassment is done by males. Sexual harassment often involves co-workers, other associates of the company or other persons conducting business with the company. It is against the law for females to sexually harass males or other females, and for males to harass other males or females.

### POLICY

Premier Medical Group is committed to maintaining a workplace that is free from all forms of sexual harassment as well as harassment based on factors such as race, color, age, sex, sexual orientation, national origin, ancestry, religion, marital status, present or past history of mental disability, mental retardation, learning disability, medical conditions, physical disability, including but not limited to blindness, pregnancy or veteran status. The Company strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. The Company will also attempt to protect employees from harassment by non-employees in the workplace.

Harassment includes any unwelcome verbal, physical or visual conduct that:

- Creates an intimidating, offensive or hostile work environment;
- Unreasonably interferes with an individual’s work performance; or,
- Otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to, the following:

*Epithets, slurs, negative stereotyping, ethnic jokes, written or graphic materials displaying offensive objects, threatening, intimidating or hostile acts that denigrate or show hostility or aversions towards an individual or group because of race, color, age, sex, sexual orientation, national origin, ancestry, religion, marital status, medical condition, pregnancy or veteran status.*

Sexual harassment includes such actions as unwanted sexual advances or propositions; sex oriented “kidding”, “teasing”, or “jokes”; repeated offensive sexual flirtation; leering; making sexual gestures; making or using derogatory comments, epithets or slurs; verbal abuse of a sexual nature; graphic verbal commentaries about an individual’s body; using sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations; physical contact such as touching, assault,

or impeding or blocking movement; or unwelcome display of objects, posters, pictures, cartoons or drawings which are sexual in nature.

Sexual harassment also includes the conditioning of employee benefits or employment opportunities on sexual favors, including implied or overt threats concerning an individual's employment status, or implied or overt promises of preferential treatment in employment matters.

State and federal laws prohibit retaliation against individuals for opposing unlawful harassment. The Company will not tolerate any such retaliation.

Employees of Premier Medical Group have the responsibility to maintain an acceptable standard of personal and professional behavior. Employees are expected to perform their required work in a businesslike manner, free of any actions, which may be construed as sexual or other unlawful harassment.

All personnel must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Violations of this policy may result in disciplinary action up to and including discharge. Even one incident may subject the employee to discipline up to and including termination. In the case of non-Premier Medical Group employees, discipline is not an option and so other measures will be considered.

Employees who observe or are made aware of inappropriate conduct or actions that may be perceived as harassment by an employee should contact Human Resources for assistance in clarifying sexual or other unlawful harassment issues and planning appropriate action.

It will be Human Resources' responsibility to:

Receive complaints, questions or concerns directly from employees or supervisors regarding sexual or other unlawful harassment issues.

Conduct a complete, timely and objective investigation of any harassment charges.

Facilitate solutions to specific situations; and

Arrange training classes to inform employees of the Company's Sexual or Other Unlawful Harassment Policy and related issues.

## **IF SEXUAL AND OTHER HARASSMENT OCCURS**

Persons who believe they or another person(s) have been the subject of inappropriate conduct or actions that may be perceived as harassment should contact their supervisor and/or your HR Representative so that the matter can be investigated and appropriate steps taken. There will be no action taken against anyone who complains of harassment unless such accusation is shown to be intentionally false. An employee who intentionally falsely accuses anyone of harassment is subject to discipline, up to and including termination of employment.

Under no circumstances need the individual report the harassing behavior to the person he or she is accusing of harassment. However, in certain instances, the harasser may not realize the advances or behaviors are offensive. When it is appropriate and sensible, you may want to tell the harasser the behaviors and advances are unwelcome and must stop. Sometimes a simple conversation will end the situation.

Considering the personal and sensitive nature of the harassment complaint, Premier Medical Group will, to the maximum extent feasible, conduct an investigation with discretion, and maintain the confidentiality of such complaints. However, the investigation of such complaints will generally require disclosure on a "need-to-know" basis.

It is the responsibility of Premier Medical Group's personnel to comply with this policy on harassment and take appropriate measures to ensure that such conduct does not occur. Violations of this policy may result in disciplinary action, up to and including termination.

Your HR Representative is responsible for the administration, and interpretation of this policy.

## PERSONAL APPEARANCE

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with patients or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our clients. Employees should avoid clothing that is too tight, too loose, immodest or excessively-worn. You are expected to be suitably attired and groomed during working hours and when representing the Company.

Personal appearance should be a matter of concern for each employee. If your supervisor or a member of management feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Dress code/uniforms are dependent upon your position and work location; therefore, your supervisor will explain the dress code policy to you in greater detail.

## ACCEPTANCE OF GIFTS

Employees shall not solicit or accept for personal benefit directly or indirectly any gift, loan, or any item of substantial monetary value from any person or company that is seeking to conduct or currently conducting business with the Company. Meals and accommodations of a reasonable and normal value provided to employees on Company business may be accepted.

## EMPLOYEE PARKING POLICY

Free parking facilities are available to employees. You are required to park in the parking structure. The practice is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your car doors.

## EMERGENCY EVACUATION PROCEDURES

Premier Medical Group observes any and all safety guidelines and directions received from the management personnel of the building(s) we occupy. Your designated Safety Officer will be responsible for interfacing with the building management, and then communicating any guidelines to the employee population. At times it may be necessary for other employees to participate in drill leadership and evacuation procedure drills. Overall the coordination of such events will be handled by your designated Safety Officer.

Generally speaking, when the alarm sounds, all personnel must leave the building. Premier Medical Group appointed monitors will be the last people to leave the suite.

## BLOODBORNE PATHOGENS EXPOSURE CONTROL

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, our practice has instituted a Bloodborne Pathogens Exposure Control Program.

Briefly, our program includes an employee exposure determination, information and training about bloodborne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary recordkeeping are also included. These matters are discussed in our written Infection Control Plan, which is available to you in accordance with the plan.

Further information about our Bloodborne Pathogens Exposure Control Program will be provided to affected employees and may be obtained from your supervisor.

## HEPATITIS B VACCINE

As required by OSHA regulations and for your protection, our practice provides the hepatitis B vaccine to all employees. This vaccine will be made available to you after you have been informed of the vaccine's effects, safety considerations, method of administration, the benefits of being vaccinated and the no-cost provision.

Employees will be eligible for the vaccine within ten working days of their first day of work. Under certain circumstances as provided by OSHA standards, the vaccine may not be made available.

You may choose not to be vaccinated. The vaccine will be made available to those employees who initially decline, but later decide to accept the vaccine.

## HAZARD COMMUNICATION

Our practice may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use storage and control measures relating to these substances if you will use or likely be exposed to them. Material Data Safety Sheets (MSDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the designated Safety Officer prior to purchasing chemicals for the practice or bringing them on premises. For additional information, please refer to our practice's written Hazard Communication Program. If you have any questions, ask your supervisor or the Safety Officer.