

**Doctors Memorial
Hospital
EMPLOYEE HANDBOOK**



Introduction

Welcome to Doctors Memorial Hospital

An interesting and challenging experience awaits you as an employee of Doctors Memorial Hospital. To answer some questions you may have concerning the hospital and its policies, we have written this handbook. Please read it thoroughly and retain it for future reference. The policies in this handbook are guidelines only and are subject to change at the sole discretion of Doctors Memorial Hospital as are all other policies, procedures, benefits or programs of the hospital. From time to time, you may receive updated information concerning changes in policy. Normally, we will notify you of these changes by posting them on the bulletin board near the time clock or by other appropriate means. Policy changes will be effective on dates determined by the hospital, and you may not rely on policies that have been superseded. No supervisor or manager other than the Chief Executive Officer of the hospital has any authority to alter the foregoing.

This handbook does not alter the “At-Will” nature of your employment with the hospital. You may terminate your employment at any time, without cause, and the Hospital may do the same. You are an “At-Will” employee and this status cannot be changed unless set forth in writing and signed by the Chief Executive Officer.

If you have any questions regarding any policies, or want to review any particular hospital policy please see the Human Resources Department for assistance.

Employment Policies

Equal Employment Opportunity

The hospital maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the hospital will be influenced in any manner by race, color, religion, sex, age, national origin, veteran status, mental or physical disability or any legally protected status. All other personnel matters, such as compensation, benefits, recruitment, hiring, promotion, demotion, disciplinary actions, transfer, layoff, return from layoff and termination will continue to be administered in accordance with this policy.

Sameness vs. Consistency

The Organization strives to ensure fair treatment of all employees. It is in the best interest of our Organization to ensure that disciplinary and corrective actions are prompt, consistent and impartial and most importantly, correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

It is important that employees realize that the same infraction committed by different employees holding different positions may, at times, result in different corrective action procedures. It is the responsibility of our managers and human resource department to review the totality of events, including the tenure, performance record, and previous unrelated infractions of the individual(s) involved to ensure that the corrective action or termination decision is reasonable and appropriate for the offense. The circumstances surrounding the infraction determine the appropriate level of discipline more than the infraction itself. The goal is to administer corrective actions in a manner that best serves our Organization and results in satisfactory performance.

Issues of Disability

It is the policy of this Organization to afford equal opportunity to all employees regardless of physical or mental disability. However, all employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job descriptions

or as performed on a regular basis as part of their normal responsibilities per the Americans with Disabilities Act. Requests for accommodations should be made to either the employee's direct supervisor or made to the Human Resource Director of the Organization. When the Organization cannot make all requested accommodations, it will work with the employees to define reasonable terms and supply such terms to the employee. If the employee cannot perform the essential functions with the requested accommodation, the employee may be separated from the Organization.

Conditions of Employment

References, including the work history and educational training, of all candidates for employment will be verified. All required documentation pertaining to proof of citizenship and eligibility to work in the United States must be submitted at the time of hire and updated as required. An incorrect statement in your application or unsatisfactory references may be sufficient cause for rejection of your application or for dismissal. An offer of employment is contingent upon your completion of all other facets of the pre-employment screening process which includes a drug screen at the expense of the hospital.

Introductory Period

All employees will undergo a 90-day probationary period starting with date of hire. During this time, you have the opportunity to evaluate the hospital as a place to work, and management has an opportunity to evaluate you as an employee. This introductory period does not alter the employment-at-will status of any employee. Employees may resign from the facility at any time and may be terminated by the facility at any time, with or without notice, with or without cause.

Employee Classifications

The following terms will be used to describe the classification of employees and their employment status:

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| Full-Time- | An employee regularly scheduled to work 30 hours or more per week. |
| Part-Time- | An employee who is regularly scheduled to work a minimum of 24 hours per week (but less than 30). |

- PRN-Exempt-** Employees who are employed on an “as-needed” basis. An employee, who, by nature of being part of management or in a professional position as established by the Fair Labor Standards Act (FLSA) and applicable state law, is exempt from overtime pay requirements.
- Non-Exempt-** An employee whose position does not meet the FLSA and state exemption tests and who is paid a multiple of his or her regular rate of pay for any hours worked in excess of 40 per week.

Change of Status

You must notify the Human Resources Department of any change in your name, phone number, address, marital status, beneficiary, number of dependents, insurance data, etc. Such information is of vital importance to payroll and personnel records and must be reported promptly.

Licensure

If you are required to be licensed, registered or certified to perform the duties of your position, you must present evidence regarding this at the time of employment and as updated. Clinical employees working in direct patient care areas must maintain current CPR certification. Failure to maintain current status on file with the hospital will result in disciplinary action which may include termination.

Safety Policy

It is our policy to promote safety on the job. The health and well being of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition, defective tool, or equipment to your supervisor. Each employee is expected to assist the hospital in maintaining safe working conditions. Safety is a state of mind, and requires constant vigilance and common sense. Safety is everyone’s responsibility. Remember: **SAFETY IS ALWAYS FIRST!!!** The use of video and audio surveillance is used on the campus of DMH both inside the facility and outside in parking lot areas.

Workplace Injuries

Our organization strives to provide a workplace that is free from any known health or injury hazards. Employees can assist us by bringing forward any health or safety concerns. Employees may speak with their supervisor or our Human Resources Department about any issues related to safety without fear of reprisal or retaliation. Employees may also receive periodic training on workplace safety and responsible handling of hazardous substances.

If an employee sustains a job-related injury or illness, it must immediately be reported to the supervisor and/or Human Resources/Risk Management Department. This reporting requirement applies to all injuries, no matter how small or insignificant it may appear initially. The Organization wants to ensure that any injured employee receives prompt and appropriate medical attention. Additionally, our Organization complies with all federal and state regulatory standards regarding workplace injuries and illnesses. As such, we must make a timely record of any workplace injuries or illnesses. We also are responsible for workers' compensation insurance for employees which provides for medical coverage, disability coverage and loss of work time compensation due to a work-related injury. Employees may report work-related injuries and illnesses without any concerns of adverse employment action or retaliation by our Organization.

Workplace Violence

Workplace Violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, vendors, or clients.

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations such as domestic violence or other personal issues. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, client, family member, or even a stranger. Whatever the cause or whoever is the perpetrator, workplace violence is not accepted or tolerated at Doctors Memorial Hospital.

Every employee is responsible for reporting instances of workplace violence in accordance with this policy. Every supervisor is responsible for

responding promptly and thoroughly to allegations of workplace violence in accordance with the terms of this policy.

All persons at the Hospital should report instances of workplace violence. In true emergency situations where the threat of harm is imminent, employees should call 911 and request immediate assistance from the authorities.

In non-emergency situations, workplace violence should be reported first to an immediate supervisor. If the immediate supervisor is contributing to the risk of the workplace violence, the incident should be reported to the Chief Executive Officer immediately.

Doctors Memorial Hospital takes potential and actual threats of workplace violence very seriously and will take immediate disciplinary action, including employment termination, when such threats occur. As a result, employees accepting employment with the Hospital accept and agree that they will be subjected to such disciplinary action if they make verbal or written threats of violence to other employees.

Domestic Violence

Doctors Memorial Hospital is committed to promoting the autonomy, safety and health of our employees, and to providing leadership on the impact of domestic and sexual violence on staff, and in the workplace. The purpose of this policy is to detail the support available to staff who are victims of domestic or sexual violence, and to detail the disciplinary consequences to staff members who commit, threaten, or have been legally responsible for committing acts of domestic or sexual violence.

1. It is the policy of Doctors Memorial Hospital to provide available support and assistance to employees who are experiencing domestic or sexual violence. This support includes: confidential means for coming forward for help, resource and referral information, additional security at the workplace, work schedule adjustments, and leave necessary to address the impact of the domestic or sexual violence, as detailed in Paragraph 3. Written resource and referral information shall be available in languages understood by all employees. Other appropriate assistance will be provided based on individual need.

2. Confidentiality: In all responses to domestic and sexual violence, Doctors Memorial Hospital will respect the confidentiality and autonomy of the adult experiencing domestic violence to direct his or her own life, in accordance with the policies of Doctors Memorial Hospital. All information relating to leave taken under this policy will be kept confidential.

3. Leave options for employees who are experiencing domestic or sexual violence:

A. Any employee may take up to 24 hours of paid leave from work in any 12-month period if the employee, or a family or household member of the employee, is the victim of domestic or sexual violence, for the purpose of:

- seeking an injunction for protection against domestic violence, repeat dating violence or sexual violence;
- Obtaining services from any victim-services organization;
- making the employee's home secure from the perpetrator of the domestic or sexual violence, or seeking new housing;
- seeking legal assistance in addressing issues arising from the act of domestic or sexual violence, or attending and preparing for court-related proceedings arising from the act of domestic or sexual violence.

B. The employee seeking leave under this paragraph should follow ordinary procedures for leave requests, or, in instances where a request in advance is either impracticable or unsafe, the employee should call her supervisor as soon as possible to inform the supervisor regarding the reason for her absence. Employees are not required to exhaust accrued leave time in advance of seeking leave under this paragraph.

C. Requests for additional hours of leave, or for other purposes than those recited above, will be considered on an individual basis on consultation with the employee, her/his supervisor, the Human Resources Director, and the CEO. Additional hours of leave, beyond the 24 hours of paid leave authorized above, may be taken as unpaid leave or as accrued PTO leave.

D. The employee, supervisor, Human Resources Director, and the CEO are

encouraged to explore whether any other paid options can be arranged, including schedule accommodations, which will help the employee cope with a domestic or sexual violence situation without having to take an unpaid leave.

4. Procedures for Employees with Performance Issues Related to Domestic Violence:

A. Doctors Memorial Hospital recognizes that people experiencing domestic or sexual violence may have performance or conduct problems such as repeated absences from work, or inability to concentrate on work tasks, as a result of abuse. When an employee subject to disciplinary action (as outlined in policy number B.7 of Doctors Memorial Hospital Personnel Policy and Procedure Manual) discloses that the job performance or conduct problem is caused by domestic or sexual violence, a referral for appropriate assistance should be offered to the employee.

B. The supervisor, in collaboration with the employee and CEO, should allow a reasonable time for the employee to obtain assistance regarding domestic or sexual violence.

5. Disciplinary Procedures for Employees Who Commit Acts or Threats of Violence:

A. Doctors Memorial Hospital is committed to a workplace in which the perpetration of domestic or sexual violence is neither tolerated nor excused. Any physical assault or threat made by an employee while on Doctors Memorial Hospital premises, during work hours, or at a Doctors Memorial Hospital sponsored event is a serious violation of Doctors Memorial Hospital policy. This policy applies not only to acts against other employees, but to acts against all other persons, including intimate partners. Employees found to have violated this policy will be subject to disciplinary action, up to and including discharge.

B. Employees who are convicted of a crime as a result of domestic or sexual violence, or who are subject to a Domestic Violence, Dating Violence, Sexual Violence, or Repeated Violence in-junction, may be subject to disciplinary action, up to and including discharge, depending on the circumstances.

C. Doctors Memorial Hospital understands that there is the possibility of wrongful conviction of assault in the case of victims of domestic violence,

who act in self-defense. Doctors Memorial Hospital will consider the context of the conviction before deciding on disciplinary action or discharge.

Guns in the workplace

It is our policy to strictly prohibit any employee, vendor, or customer from carrying any sort of weapon into our facility. Any violation of this policy by an employee will result in immediate termination of such employee.

In-Service and Continuing Education

The hospital periodically provides in-services which may or may not require mandatory (paid) attendance. When approved by the Chief Executive Officer, continuing education assistance is also available for employees who pursue formal job-related education and training. The Human Resource Department can provide details of these programs. The Annual In-Service is mandatory and all employees (regardless of status) must attend. Failure to attend the Annual In-Service will result in an employee being removed from payroll and no longer eligible to work.

Employment of Relatives

The hospital permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the CEO, create actual or perceived conflicts of interest.

Fraternization

Non-supervisory employees are permitted to date, develop friendships, and form other consensual personal relationships with one another as long as such relationships do not impact their ability to perform at an exceptional level while at work. However, any such relationship that adversely affects the Organization's spirit of teamwork, productivity, or overall cohesion will be addressed through corrective or disciplinary action. Moreover, any unprofessional workplace behavior that occurs because of personal relationships will not be tolerated and will be addressed accordingly. In contrast, supervisors will not be permitted to engage in dating, sexual, or other intimate personal relationships with their employees. Actual or perceived favoritism, misuse of authority, and unprofessional behavior may result from such relationships. Any such relationships should be promptly reported to

the human resource department for appropriate management. Nothing in this policy is intended to infringe upon employees' rights to engage in protected concerted activity.

Personnel Records

The hospital maintains personnel files on each employee. These files contain documentation regarding all aspects of your tenure with the hospital such as performance appraisals, disciplinary warning notices and letters of documentation or commendation.

Employee personnel records are the property of the Organization and access is highly restricted. Only management personnel who have a legitimate reason to review the information will be allowed to do so.

Employees may review the information in their own file at the convenience of management and on Organization property. Employees are not permitted to remove, change, delete or otherwise alter any of the information in the file. Additionally, documents or information contained within the personnel files may not be copied.

Copies of documents or information contained within a personnel file are not provided to former employees.

Employment Reference Prohibition

The Organization prohibits leaders and employees alike from providing employment reference information to third parties, including prospective employers. Any and all solicitations for reference information should be immediately directed to the human resource office for appropriate management. The human resource office shall only provide a former employee's position title, dates of employment, and whether such employee is eligible to be rehired absent court mandate or a contractual agreement to the contrary. Such policy has been designed to protect both employees and the Organization from liability.

Employee Orientation

All employees must attend a new-hire orientation sessions within the first 30 days of employment and annually thereafter. Failure to attend orientation and annual reorientation sessions will result in disciplinary action up to and including termination.

Property and Vehicles Policy

Only authorized employees may use a hospital vehicle. If a hospital vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately and may be responsible for paying the deductible amount toward repair.

Any employee whose duties include the operation of a hospital vehicle who is cited for D.U.I. or D.W.I. or reckless driving involving illegal substances or for any other serious moving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review, and possible termination.

If an employee receives a traffic citation while operating a hospital vehicle, the employee agrees that they will be exclusively responsible for paying any fine or penalty and the appropriate amount may be deducted from the employee's paycheck, if necessary.

Overtime

For non-exempt employees, overtime rates (1 ½ hourly rate) will be paid for hours actually worked which exceed forty (40) hours in one (1) week. Vacation, Sick, and Holiday time is not considered as time worked.

Pay Transparency

Our organization complies with the Pay Transparency requirements. As such, our organization will not discharge, discipline, or otherwise discriminate against, employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants. Any employee who feels that they have been the victim of discriminating compensation practices is encouraged to bring their concerns to their immediate supervisor and the Human Resources Department so that the concerns can be reviewed and resolved. Likewise, any employee that

feels that they have been disciplined for discussing their compensation or the compensation of others should bring their concerns to the Human Resources Department.

Employees who work in the Human Resources Department, Payroll Department, Accounting Department, or serve in any other role where compensation information is obtained in the course of performing their assigned job functions are not protected by this regulation and are prohibited from disclosing any compensation information.

Job Posting

The hospital attempts to promote from within whenever practical to fill open positions. Current openings will be posted on the bulletin board across from the time clock (outside of the main conference room), with the steps to follow in applying for a posted position. Current employees who would like to apply for a new posted position should submit written notice of their interest.

Resignation

If you decide to leave employment, you are requested to give notice at least two weeks prior to your date of departure. Three weeks notice is requested for department heads, RN's, and exempt employees. You should consult your supervisor or the Human Resources Department for additional details regarding termination procedures.

Exit Interview

Any employee leaving the organization should attend/complete an exit interview conducted by the Human Resources representative. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, benefits continuation, return of Organization property, or other related matters.

Biometric Information

Our organization may use biometric information (fingerprint, voiceprint, scan of hand, retina or iris scan) for various reasons to include access to certain areas or machines (i.e. Omnicell), data collection, etc.

The Organization collects your biometric information solely for legitimate work-related purposes. Once the need for the biometric data has been satisfied, such as when employment ends, the data is changed from active to inactive.

Employees are free to decline to use the provided biometric scanners without any adverse employment action and the organization will use alternative means of access and information collection. Additionally, at any time during employment, employees may revoke their consent to use biometric scanners by providing written notice to the Human Resources Department.

By executing the handbook acknowledgment, and using the biometric scanners in place at our organization, you are providing your consent and authorization for the organization to use your biometric data for the specific purposes stated above.

Business Ethics and Standards of Conduct

The hospital expects and requires all employees to perform their responsibilities and to conduct business with the highest ethical standards. If you are in doubt as to whether something is right or wrong, consult your supervisor before taking any action.

Confidentiality/Right to Privacy

Part of excellence in patient care is recognizing the right of our patients and employees to privacy. All employees have a legal and moral responsibility to respect that right. All information concerning patients and hospital business must be held in strict confidence and must not be discussed with anyone in or outside the hospital who is not legally entitled to such information.

Employees may, by virtue of their employment with the Organization, obtain access to sensitive, confidential, restricted and proprietary information about the organization, its customers and clients, and its employees. Such information is not generally known or made available to the public or others and which the Organization has made reasonable efforts to keep confidential. This includes but is not limited to financial records, employee and customer records, telephone numbers, email addresses, files, referral or mailing lists, credit card numbers and similar information, whether in paper form, in computers or otherwise.

Such confidential information shall be used solely by employees in the performance of their job duties for the Organization and shall not be used in any other manner during their employment. Employees shall not without the prior written consent of the Organization use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of the Organization and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including termination, prosecution, or other available action.

Upon termination of employment, employees must deliver to the Organization any and all confidential information whether stored electronically or as a document. In addition, at termination, employees must return to the Organization all of the Organization's non-confidential property, documents, or electronic information.

“HIPPA Compliance” Policy

Our Organization abides by the Health Insurance Portability and Accountability Act requirements as it relates to employee medical records. We maintain all employee medical records in a separate file that cannot be accessed by any other employee in the organization without a legitimate and explainable need for such review. Furthermore, employees maintain the complete right to review their personal medical records at any time by merely contacting the Employee Health Nurse and requesting such review.

Conflicts of Interest

Employees are expected to conduct business according to the highest ethical standards of conduct. Business dealings, outside employment or activities that represent, or appear to represent, a conflict between interests of the hospital and an employee are prohibited.

Harassment and Sexual Harassment

The facility is committed to providing all employees the opportunity to work in an environment free of harassment and discrimination. Any employee who believes he or she has been a victim of harassment or sexual harassment should immediately report the incident to the Risk Manager or Human Resources Department.

Harassment is a form of predatory sexual behavior in which a person targets another employee(s) relating to an individual's age, race, color, sex (including same-sex sexual harassment), religion, national origin, gender identity or expression, or sexual orientation, or disability. It constitutes discrimination and is illegal under federal, states, and local laws, For the purposes of this

policy, “sexual harassment” is defined as in the Equal Employment Opportunity Commission Guidelines, as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual Harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

This policy applies to all employees of our Organization. All employees have an obligation to report sexual harassment- even if he or she is not the victim.

All workers, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of sexual harassment they commit.

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employee’s body.
- Unwelcomed sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments

- about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
 - Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
 - Sexual or discriminatory displays or publications anywhere in our workplace by our employees.
 - Retaliation or sexual harassment complaints.

If an employee believes that he or she has been subject to sexual harassment or any unwelcome sexual attention, he or she may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or manager. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the situation with the supervisor or manager, he or she should report the incident to the Human Resources Director. If the Human Resources Director is not available or if the employee is uncomfortable addressing the situation with the Human Resources Director, the employee may report the incident to the Administrator.

It is important to report any and all concerns of sexual harassment or inappropriate sexual conduct to the HR Director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

All inquiries, complaints and investigations are treated discreetly. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is closely contained. All information

pertaining to a sexual harassment complaint harassment complaint or investigation is maintained by the HR Director in secure files. The HR Director can answer any questions relating to the procedures for handling information related to sexual harassment complaints and investigations to complainants and respondents.

Alcohol and Drugs

We will not tolerate the use of alcohol or the use of other intoxicants and mind-altering substances, including illegal drugs. Employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations post accident and on a periodic or random basis.

Prescription Drugs

The proper use of medication under the direction of a physician is not prohibited. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or non-prescription drugs that could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

In order to protect the safety and property of all employees, the hospital reserves the right to inspect employees' lockers, tool boxes, desks and cabinets as well as motor vehicles and any other personal belongings brought onto Company property. Failure to cooperate with such inspections is a violation of this policy and will be dealt with accordingly.

Violation of any aspect of the hospital's drug and Alcohol policy will result in discipline up to and including immediate termination.

Medical Marijuana

If an applicant or employee with a legal referral for marijuana (for the treatment of medical condition) tests positive based on substance limits for the drug test, it will be reported by the lab as a "positive drug test" and will be treated in accordance with all other positive drug tests.

Employees and applicants shall be given the opportunity to provide any information relevant to the test, including identification of currently or recently used prescription or non-prescription medications as well as any

legal referral for marijuana use for the treatment of a medical condition.

There are no additional exceptions for applicants or employees with legal referrals for marijuana.

Standards of Conduct

To uphold the standards of excellence in patient care and services promised to the community, there are certain standards of conduct which must be met by all employees at all times. Employees who fail to maintain proper standards of conduct or whose behavior interferes with safe, orderly or efficient operations will be subject to disciplinary action, up to and including discharge.

It is the hospital's expectation that you will conduct yourself on the job in a professional manner, extending courtesy, consideration and cooperation to patients, visitors and other employees. We take pride in the excellent reputation of our employees and the services they deliver.

The circumstances of a situation and an employee's overall work record are considered before deciding on a course of disciplinary action: The hospital will apply disciplinary action which includes verbal or written counseling, suspension, probation, or immediate discharge, depending on the nature of the conduct involved and the circumstances of the situation.

Declaration of Principles

Our goal is an ethical work environment for all. Our employees are expected to understand and develop a commitment to ethical conduct throughout their duties and activities.

Our employees exhibit honesty, integrity, just management, fairness, trust, safety, and respect to co-workers, superiors, subordinates, those we serve and those who provide service to us.

Our employees promote a positive work environment. Behaviors such as unscrupulous communications and gossip are destructive and not appropriate in our workplace.

Our employees are good citizens of the community, reflecting well upon our Organization.

Our employees are faithful to the Organization and respectful of its leadership.

Our employees support our commitment to pursuing sound business growth with fair competition while providing quality services.

We respect cultural diversity and recognize the value of a diverse workplace.

We are committed to providing a drug-free, safe, and health work environment, and to observe environmentally sound business practices. We strive to do no harm and where possible, make the community a better place to live.

Our employees maintain accurate and complete business and transactional records. All information is to be factually represented in a timely manner.

We are honest and tell our patients the truth. All statements, communications, and representations to current and prospective patients is accurate and forthright.

We avoid the appearance of wrongdoing. Our employees do not accept or provide gifts or courtesies that are or could be perceived as in exchange for business inducements.

We are fiscally responsible. We guard against waste and use and protect our Organization's assets wisely.

Violation of Local, State and/or Federal Laws and Self-Reporting of Arrests and Convictions Policy

Anyone known to be violating a local, state, and/or federal law on organization property or at an organization-supported function will be subject to referral for prosecution to the appropriate law enforcement agency. All employees are required to self-report the following information to their immediate supervisor or the Human Resources office within forty-eight (48) hours:

- a) any arrests/charges that are considered a felony
- b) any conviction, finding of guilt, withholding of adjudication,

commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation.

For purposes of this policy a minor traffic violation is defined as a non-criminal violation that may require community service hours, but is not punishable by incarceration and for which there is no right to trial by jury. Criminal traffic violations, including driving under the influence of alcohol and/or drugs, are not minor and must be reported.

Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action up to or including dismissal.

Responsibility for Accurate and Truthful Information

Employees of the Organization are responsible for providing accurate and truthful information to the Organization in all aspects of the employment relationship. This obligation begins with an employee's application and all information submitted to the Organization prior to hire and is a continuing obligation through an employee's tenure with the Organization. This includes, but is not limited to, all information an employee submits regarding his or her internal administrative and benefit-related documentation, all records of time worked, all input regarding any form of performance evaluation or corrective action plan, and as related to an employee's performance of his or her job duties. Any violation of this obligation on the part of the employee will result in discipline upon discovery of the false information; with the likelihood such actions will lead to termination of employment.

Tips and Gifts

Individual employees may not accept money from any person with whom the hospital does business and soliciting of personal gifts or donations by employees is prohibited.

In the event someone wishes to provide a departmental gift or expression of appreciation for goodwill or service, such gifts are not encouraged, but may be accepted if approved by the department head and used to benefit the entire department.

Ethical Communication

All Doctors Memorial Hospital employees must abide by a code of wholly ethical communications with peers, supervisors, employees, vendors, and membership. Ethical communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity, and respect for self and others. As such, the following rules should be expressly followed to avoid violating such code:

- A. Communicate any and all concerns, except those regarding harassment or discrimination, regarding another's behavior directly with the individual. Sharing such concerns with others that do not have a legitimate reason to know such concerns may quickly amount to gossip-one of the most damaging practices in the workplace.

- B. Avoid argumentative tones and comments. Employees should state their position clearly and factually in a normal tone, allowing the other individual an opportunity to share her or his position, and inviting open discussion regarding both such positions.

- C. Honesty is always the best procedure. It is critical that employees never engage in deceit, exaggeration, or express dishonesty when dealing with other individuals. While some communication may be extremely difficult to have, employees are always expected to provide them in a candid, but respectful, manner.

- D. Respect issues of confidentiality. Employees of Doctors Memorial Hospital will be faced with topics of great confidentiality at times and, as such, must avoid sharing any such information with anyone not intended to be part of such confidentiality. This procedure speaks only to issues of confidentiality related exclusively to Doctors Memorial Hospital's purpose and mission and should be interpreted to include gossip, personal information, and other topics not related to Doctors Memorial Hospital itself.

Any employee found violating any portion of this procedure may be subject to disciplinary action, up to and including termination.

Electronic Communication

We recognize that employees will use social media and other cyber communications as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee in general, as found throughout the Handbook and your job description, apply to your activities online. This includes any form of electronic communication, such as online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks. The Organization trusts and expects employees to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. We expect that employees utilizing social media will recognize and follow the guidelines included within this policy. You are solely responsible for what you post online. Any of your conduct that adversely affects members, customers, clients, suppliers, employees or our business interests will result in disciplinary action up to and including termination.

Please abide by the following expectations:

- 1) Always consider the power of your comments and contemplate the impact of your post on your reputation and that of the Organization before you publish it.
- 2) Respect all confidential and proprietary information that you possess as a result of your relationship with the Organization. Secure written permission to publish or report on conversations that are meant to be private or internal to the Organization. Examples of confidential information include, but are not limited to, patient information, confidential academic information, proprietary data, development of systems, products, processes and/or technology, internal policies and memorandums, and all proposed and executed organizational strategies. Do not post internal reports, policies, procedures or other internal business-related communications.
- 3) When disagreeing with others opinions, be appropriate and professional in doing so when posting such disagreements on social media sites.
- 4) When posting about your work at the Organization, use your real name, identify that you work for the Organization and the position that you hold. Be aware of your association with the Organization in online social networks. If you identify that you work for the Organization

and the position that you hold. Be aware of your association with the Organization in online social networks. If you identify yourself as an employee of the Organization, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.

- 5) Anytime you publish content on an external website regarding anything to do with work you do or any subjects associated with the Organization, use the following disclaimer: “The postings on this site are my own and don’t necessarily represent the Organization’s positions, strategies or opinions.”
- 6) Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.
- 7) Respect your audience. Don’t use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others’ privacy and for topics that may be considered objectionable or inflammatory.
- 8) Employees are prohibited from posting any type of photograph of any
- 9) Organization employee, patient, parent, family member, or volunteer on any and all social networking sites without the express written approval of the Organization.
- 10) Do not create a link from your blog, website or other social posting to an organizational website.
- 11) The Organization respects its employees’ interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees’ rights to discuss such concerns utilizing social media, it encourages any such concerns to be brought to the Organization’s administration.
- 12) When the Organization wishes to communicate publicly as an Organization-whether to the community or to the general public- it has well established means to do so. Only those officially designated by the Organization have the authorization to speak on behalf of the Organization.
- 13) Refrain from using social media while on work time or on equipment we provide, unless it is work related and authorized by your manager and consistent with the organization’s equipment policy.
- 14) Do not use your organizational email address to register on social networks, blogs or other online tools utilized for personal use.
- 15) Vulgar, obscene, threatening, intimidating, harassing, or discriminatory behaviors on social media sites may result in an

employee's immediate termination.

Social Media

The organization understands that you may wish to create and maintain personal blog or use social networking services (such as, but not limited to, Twitter, LinkedIn and Facebook). Because such activities can impact the organization, you are expected to follow these guidelines when posting to a personal blog or when participating in online social networking.

- Your communications on social networking services contain your own personal views, not the views of the Organization; however, readers may not immediately appreciate this concept. Always exercise sound personal and professional judgment when posting information and photos. Be cautious to avoid positing information that is deemed sensitive in nature, discriminatory or inappropriate. You are required to obtain prior written authorization from management before positing a message that is in the Organization's name or could reasonably be attributed to the Organization.
- You are required to maintain the confidentiality of the Organization's trade secrets, intellectual property, copyright information and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Use professional discretion when "friending" former employees. When doing so, recognize that many former employees have online connections with current employees and that information shared between former employees is likely to be seen by current employees as well.
- The Organization may determine that it is in the best interests to establish or maintain a social networking presence for development, customer relations, internal and external marketing, or other Organization-related purposes. All official contacts or postings to this site or sites will be initiated under the direction of management.
- Employees are asked to use good judgment when making and/or accepting "friend" requests to or from coworkers. Employees in supervisor/subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel awkward or

pressured to accept the request for business purposes and thus potentially impacting the work and social relationship (as well as possible raising a conflict of interest, unequal treatment, discrimination, or similar concerns).

- Nothing in our policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms or conditions of employment; employees have the right to engage in or refrain from such activities. It is our intent to comply fully with section 7 of the National Labor Relations Act.

Interacting online with colleagues, customers, and other community members is no different than interacting with these individuals face-to-face. You are expected to maintain the respect, dignity, prudence, and professionalism expected of our employees. No employee shall knowingly conduct any activity that is not in the full spirit of honest and ethical behavior, nor shall any employee cause another employee or non-employee to act otherwise, either through inducement, suggestion, or coercion.

Social Events

Our culture seeks to be inclusive and permit all employees to participate in any and all social gatherings that occur within the workplace. Events such as birthday parties, retirement celebrations, and other like events represent opportunities to fellowship and further develop the culture of the Organization. As such, no employee is allowed to initiate or organize a social gathering or function without inviting all employees to attend. Simultaneously, no employee should ever feel pressured to participate in such activity and simply needs to express his or her lack of interest in such participation to those organizing such an event.

Logo, Trademark and Brand

This policy governs the use of all Organization logos or trademarks for any purpose and applies to all employees. Consistency in the use of our brand strengthens our value and our ability to be instantly recognized by our patients and other stakeholders. Our logo may only be used in strict accordance with this policy. Our logo may not be altered or combined with any other mark or element. Our logo must appear prominently in all official communication and marketing materials such as brochures, letterhead and business cards.

Any use of our logo, trademark or brand in print and electronic materials including email and social media must conform to brand requirements. Our logo may not be used on commercial merchandise except as expressly approved by the Administrator.

Our logo may not be used in any way that states or implies endorsement of an commercial product or service, gives a false impression, is misleading, or could cause confusion regarding our organization's relationship with any person or entity.

Neither our name nor our logo may be used in any manner that could adversely affect our image or standing in the community. Such prescribed uses include, but are not limited to, the use of our logo in connection with alcoholic beverages, cigarettes or other tobacco products, sexually oriented products or services, religious products, political parties or organizations, gaming or games of chance, and firearms.

We expect our employees to respect all copyright and other intellectual property laws- for the protection of our Organization as well as the employees. Proper respect for the laws governing copyright, fair use of copyrighted material owned by others trademarks and other intellectual property, including our own logo, copyrights, trademarks and brands is critical to continued employment.

Religious Expression

The Organization is dedicated to treating the religious diversity of all our employees equally and with respect. It is not a violation of this policy for employees to discuss religion, or to read or view religious materials in the workplace. However, employees who do so should be sensitive to and respectful of the different beliefs (or lack of belief) of others. When another employee objects to religious advances, such behaviors and efforts must immediately cease. Moreover, religious practices that interfere with job performance, excessive "preaching" that is unwelcome to others, or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered "harassment" within the meaning of this and other existing policies.

Employees may request an accommodation when their religious beliefs cause a deviation from the Organization's dress code, schedule, basic job duties,

leave or other aspects of employment. As such, the Organization welcomes any requests for accommodations because of recognized beliefs that do not create an undue hardship on the Organization's ability to properly fulfill its mission.

The Organization will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Organization will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation.

The procedure for reasonable accommodation requests include:

- Employee advises her supervisor and Human Resources of the need for accommodation.
- The accommodation request will be discussed with the employee and the employee's supervisor.
- If a reasonable appropriate accommodation is readily available, the request will be approved, and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

At no time will the Organization question the validity of a person's belief.

Employees are generally permitted to engage in private expression, including displays or religious ornamentation in personal work areas that are not regularly open to the public. However, the Organization reserves the right to restrict workplace décor for legitimate reasons related to safety, hygiene, or environmental conditions.

Open Office Environment

Common courtesy and respect will go a long way in ensuring a productive environment in our workplace. To assist toward the goal of helping each of you be as productive as possible, we are providing the following guidelines:

Minimize hallway conversations- While it can be convenient and productive to have a quick work conversation in the hallway with a coworker, these conversations can be very distracting to other employees working in close

proximity. Be mindful of the potential for disruption and step to a convenient conference room or to a general corridor away from other workers to have the conversation.

Limit noises- Keep the sounds coming from your workspace to a minimum, This means using earbuds when listening to music, picking up the phone after one or two rings, turning your rig volume to a low setting, and avoiding screen savers with sound affects. Be aware of your personal voice volume level. Speak only loud enough to be heard by the intended audience when talking on the telephone or to your coworkers. Those around you may be able to hear you even when you are not thinking about it.

No confidential meetings- Avoid discussing personal and/or confidential matters at your workspace. Whether you are on the telephone or having a discussion with a coworker, your conversation may easily be overheard by others. Move to a conference room or office area to discuss personal or confidential matters.

Scents and fragrances in the workplace- Exposure to fragranced products can make it difficult for some employees to function effectively at work. Fragrance sensitivity is either an irritation or an allergic reaction to some chemical or combination of chemicals in a product. Although perfumes and colognes are generally what come to mind, fragrance is commonly added to a variety of daily use items like toiletries, cosmetics, air fresheners, laundry soaps and softeners, and cleaning products. People with fragrance sensitivity often experience symptoms such as breathing difficulties: wheezing, a tight feeling in the chest, or worsening of asthma symptoms; headaches; nausea; hives and other skin irritations; and limitations in memory and concentration.

We request that all employees be aware of how their use of fragrances may impact their co-workers and refrain from wearing colognes, perfumes, etc. to the workplace and refrain from the using scented products in the workplace.

If you experience an allergic reaction or have sensitivity to a workplace scent or fragrance, please notify your supervisor so that the issue may be addressed. Collaboration between all parties should remedy the situation. Accommodation requests will be considered the same as any other disability accommodation.

Decorate with taste- You need to use good judgment when decorating your workspace. Avoid things that are controversial. Your office décor should be in good taste without offending others.

Respect others privacy- Be respectful of your coworkers. Avoid peeking into another workspace or listening in on other's conversations. Give others the same respect that you want.

Employee Relations

Appearance

The nature of our business requires all employees to convey a positive professional image through proper dress and good personal hygiene. The following guidelines should be used to assist you in determining appropriate attire:

1. Employees who are required to wear uniforms while on duty are expected to comply with this dress code as well as with any uniform requirements for their position and department dependent upon safety and infection control standards.
2. Employees who are not required to wear a uniform are expected to comply with this dress code as well as with any department dress code established for their position and department.
3. Employees should ensure that their clothes are clean, neat, pressed and color coordinated. Clothes should be properly cut for business wear, fitting properly. Employees are expected to wear proper undergarments.
4. If worn, make-up should be neat and appropriate for professional or daytime wear. Wearing excessive make-up is unprofessional and is not acceptable.
5. **SHOES MUST BE WORN AT ALL TIMES WHILE ON DUTY.** Shoes should be clean. Shoe styles may be determined by the department dress code and safety requirements of the job duties. Athletic shoe styles are allowed, but should reflect basic white, gray, black, etc. without extreme color variances. Other colors may be acceptable based on department's dress code. Open-toed shoes are permitted in office and clerical settings. Hose or socks must be worn with clogs in patient care areas. Flip flop type shoes are not allowed in any areas.

6. Denim jeans may only be worn on Fridays (casual day). Denim or camouflage scrub suits or other extremes should not be worn.
7. Capri pants must be at least mid-calf length and are acceptable only in office/clerical settings. Shorts are unacceptable.
8. T-shirts and sweatshirts should not be worn. Baseball style caps, if permitted based on job duties, should not have wording on them other than Doctors Memorial Hospital or wording specifying a specific department. Exceptions must be approved by Administration.
9. Dresses or blouses with thin straps should be worn with a jacket or sweater. Dress/skirt lengths which preclude you from bending, stooping, or sitting without undue exposure are unacceptable.
10. Employees must keep their shirts buttoned to an appropriate level. Undergarments are required under thin outer tops.
11. Employees who come in for hospital activities such as in-service education are expected to follow the hospital's dress code unless exceptions are approved by their manager or Administration.
12. Hair should be clean, dry and neatly combed prior to arrival at work. Hair coverings should be limited to medical necessity or safety purposes. Hair should be kept away from the face and out of eyes so that it looks professional at all times and does not interfere with work. Excessive or unconventional hairstyles are prohibited.
13. Jewelry should be kept to a minimum. Large dangling jewelry, such as earrings or necklaces should not be worn due to safety issues. The only acceptable visible body piercing is the ear. Earrings should be kept to a minimum. No nose rings, eyebrow rings, or tongue rings will be allowed while on duty. **NO EXCEPTIONS!**
14. Tattoos should be covered while on duty. Employees may not have any lewd or offensive indelible marks or figures (tattoos) visible on any exposed part of the body while wearing the prescribed duty uniform. Tattoos or brands that are extremist, indecent, sexist or racist are prohibited regardless of location on the body. Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist

philosophies, organizations, or activities; those which advocate racial, gender or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, sexual orientation, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S.

Constitution or federal and state law. Indecent tattoos or brands are those that are grossly offensive to modesty, decency or propriety; shock the moral sense because of their vulgar, filthy or disgusting nature, or tendency to insight lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent”. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.

15. Fragrances should be used sparingly. Heavy colognes, perfumes, and fragranced lotions should be avoided in the workplace. A scent should not be worn if it creates problems for patients, employees, visitors, or others.
16. Fingernails should be well manicured and clean. Fingernail polish should be limited to conservative colors, and should not be chipped, cracked, or peeling. Nails should be kept at a conservative length that does not interfere with job assignments. Artificial nails (nails, tips, wraps, and overlays) and nail jewelry are not to be worn by patient care staff.
17. Employees are expected to wear their ID Badge at all times while on duty, and the badge should be worn with the picture showing. It should be worn above the waist in a location where it can be read without difficulty.
18. Doctors Memorial Hospital will not tolerate visible fashion extremes that are not appropriate or professional for the healthcare setting. This includes visible body piercing (other than earrings, which is addressed in # 13). Other examples of visible fashion extremes could include tattoos, badges, pins, armbands, or any hairstyle, accessories, or attire that could be offensive to patients, visitors, or other employees.

19. If an employee has any doubts about certain attire, he/she should consult with their department manager before wearing it. If an employee is purchasing an item to wear at work, and is unsure whether it meets the hospital's dress code, he/she should check with their department manager before making the purchase.
20. An employee who has concerns about what others are or are not wearing should discuss the matter with his/her department manager, not with fellow employees. If an issue is not resolved, the employee may talk with the Human Resources Director.
21. Department Managers are responsible for ensuring that their employees uphold the hospital's and the department's dress code. Managers may counsel employees regarding failure to comply with the dress code. If an employee comes to work dressed inappropriately, he/she may be requested to leave the hospital and return with the proper attire.
22. Failure to comply with the dress code is grounds for disciplinary action. Continued noncompliance with these policies may be grounds for termination.
23. Our appearance should reflect pride in ourselves and in Doctors Memorial Hospital.

First impressions are a very significant part of our relationships with the public. Good grooming and appropriate dress are important. Therefore, all employees are expected to maintain high standards of personal appearance and hygiene regardless of the position in which they work. Employees should always present a neat, businesslike appearance at all times during working hours. Any employee whose personal appearance is unacceptable to the organization's general standards will be informed immediately.

Due to the changing dress styles and fashions, the hospital will from time to time provide suggested guidelines for appropriate dress. If you have any questions concerning personal attire, you should discuss it with your supervisor.

Cell Phone/Electronic Device Usage Policy

During work hours, employees are expected to refrain from using personal cell phones, tablets, media players, laptops, ear-buds, headphones and similar devices. These devices should not be in your work area, but instead secured elsewhere. Department heads, and other staff members approved by the administrator, may use the previously mentioned electronic devices for work purposes. The use of cameras in the workplace, which includes the use of camera phone features, is allowed for authorized legitimate hospital business only. Employees seeking permission to use a camera should seek their department head's permission prior to the activity. Staff members are prohibited from photographing a patient and/or a patient's medical record.

Cell Phone or Similar Device Used for Business

The Organization may supply certain managers/supervisors with cell phones or other personal data devices, such as iPhones or Blackberries for business purposes. Research indicates that phone calling, texting, or emailing using a cell phone or a personal data device while driving is dangerous, and may even approach the equivalent danger of driving while drunk. We recognize that other distractions occur while driving, however, curbing the use of cell phones, and personal data devices during driving, is one way to minimize the risk of accidents. Therefore, the Organization prohibits employees from using Organization provided cell phones or personal data devices to text or email while driving either an Organization rented or personal vehicle. Cell phone usage while driving either an Organization rented or personal vehicle is restricted to usage only when operated in a hands free mode. Further, personal cell phones or personal data devices are restricted in the same manner when driving an Organization rented vehicle or when using a personal vehicle for Organization business.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment, the organization, our customers, our vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Organization, or any other organization related activities not named here while driving. Employees using Organization provided cell phones and/or driving Organization rented vehicles are required to stop their vehicle in a safe location to use a cell phone or personal data

device. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Acceptable Use of Hospital Hardware/Software and Data

4.1 General Use and Ownership

4.1.1 Doctors Memorial Hospital proprietary information stored on electronic and computing devices whether owned or leased by Doctors Memorial Hospital, the employee or a third party, remains the sole property of Doctors Memorial Hospital. You must ensure through legal or technical means that proprietary information is protected.

4.1.2 You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Doctors Memorial Hospital proprietary information.

4.1.3 You may access, use or share Doctors Memorial Hospital proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

4.1.4 Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

4.1.5 For security and network maintenance purposes, authorized individuals within Doctors Memorial Hospital may monitor equipment, systems and network traffic at any time.

4.1.6 Doctors Memorial Hospital reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2.1 All mobile and computing devices that connect to the internal network must comply with the Minimum Access Policy.

4.2.2 System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

4.2.3 All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended.

4.2.4 Postings by employees from a Doctors Memorial Hospital email address to newsgroups should contain a disclaimer stating that the opinions expressed

are strictly their own and not necessarily those of Doctors Memorial Hospital, unless posting is in the course of business duties.

4.2.5 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Doctors Memorial Hospital authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Doctors Memorial Hospital-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

4.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Doctors Memorial Hospital.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Doctors Memorial Hospital or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Doctors Memorial Hospital business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Doctors Memorial Hospital computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Doctors Memorial Hospital account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the Doctors Memorial Hospital network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, Doctors Memorial Hospital employees to parties outside Doctors Memorial Hospital.

4.3.2 Email and Communication Activities

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to the IT Department

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Doctors Memorial Hospital's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Doctors Memorial Hospital or connected via Doctors Memorial Hospital's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.3.3 Blogging and Social Media

1. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Doctors Memorial Hospital and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Doctors Memorial Hospital's Non-Discrimination and Anti-Harassment policy.
2. Employees should consult the employee handbook for guidance regarding employee conduct as it relates to social media.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Doctors Memorial Hospital's trademarks, logos and any other Doctors Memorial Hospital intellectual property may also not be used in connection with any blogging activity

5. Policy Compliance

5.1 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Equipment and Property Assigned to You

We have made a tremendous investment in our facilities and equipment in order to better serve our clients and to make your job easier. Equipment such as laptops, cell phone, power point projectors, etc. may be assigned to you to facilitate service to our community.

Except for the property/equipment specifically assigned to you for such purposes, no other property or equipment may be removed from the premises without the express permission of the Administrator.

Your computer may be the most valuable item assigned to you. As well as being expensive to replace physically, your computer may contain valuable and sensitive data.

Requirements for safeguarding the equipment assigned to you include protecting it from theft. Always remove equipment from a vehicle when the vehicle is parked in a public location such as a restaurant or hotel. Never leave equipment in a vehicle overnight.

Do not remove and inventory or property marking tags. Do not remove or disable any protective software.

Additional safeguards include:

- Use strong passwords to protect the information stored on your computer.
- Use an uninterruptible power supply, when possible, so that blackouts and electricity spikes don't harm your equipment.
- Do not place liquids, magnets or hot items near your equipment.

If equipment assigned to you is in need of repair, report it to your supervisor immediately. You are responsible for the safekeeping of any organization-owned equipment or property that is in your possession. Careless disregard for proper care and safekeeping could subject you to disciplinary action.

Attendance Standards

The hospital expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the hospital has provided for sick leave to compensate full-time regular and part-time regular employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment for a disability.

Employees are expected to give at least two hours notice to their supervisor, or a designee, if they are unable to work their scheduled shift. Nursing staff must call in no later than 10 a.m. if scheduled to work 7 p.m. to 7 a.m. This will allow for adequate time for replacement for your shift to be located.

Absenteeism

Each one of our employees plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her work station on time each day and to remain there throughout his or her scheduled shift. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our customer's needs. Excessive absenteeism or tardiness, excused or unexcused, can result in discipline, up to and including discharge.

If you are going to be late or absent for any reason, you must contact your supervisor personally as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Leaving a message does not qualify as notifying your supervisor. You must contact them personally.

Personal Conflicts Regarding Patient Care

Employees should notify their supervisors if specific patient care or treatment conflicts with their cultural values, ethics or religious beliefs. Whenever possible, the hospital will make a reasonable accommodation for the employee's request so long as there is a similarly qualified person available to care for patients during the treatment period in question and patient care is not negatively impacted.

Problem Resolution

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents will resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the hospital, free discussion with your immediate supervisor, department head, or a member of the Human Resources Department is encouraged. These individuals will endeavor to work out a satisfactory solution to the problem.

Solicitation and Distribution

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, all literature for display must be prior approved by Administration.

Smoking

Doctors Memorial Hospital is a Tobacco-Free Campus. Smoking is prohibited within the hospital building and on all hospital grounds. Employees who violate this policy will be subject to disciplinary action up to and including termination.

Performance Appraisals

You will receive a performance appraisal from your supervisor at the end of your introductory period and thereafter, in most cases, you will receive a performance appraisal once a year near your employment and/or anniversary date. The performance appraisal allows your supervisor to discuss your overall performance and summarize both formal and informal performance discussions held throughout the review period. It will review your strengths and also point out ways to improve your performance as well as allowing you the opportunity to focus on career goals.

Pay Days

A normal pay period consists of 14 days beginning at 0001 hours Sunday through 2400 hours on the second Saturday. This schedule may differ for employees on alternative work schedules. Employees are normally paid on Friday following the close of each pay period. All new employees are required to sign-up for direct deposit. For any tenured employee that still receives a paper check, they will be distributed by Department Managers, and will be given to the employee only (unless written authorization to release your check to someone else is received by the payroll department). Checks will not be issued early. Unclaimed checks are returned to the payroll office and mailed out to the employee.

Pay Advances

Employees may not receive advances in pay.

Differentials and On-Call Pay

You may be eligible for various pay differentials or for an on-call pay rate depending upon your scheduled shift or work assignments. For more information contact your Department Manager or the Human Resources Department.

Timekeeping Procedures

Unless otherwise notified, each employee is required by federal law and by this organization to keep an accurate record of his or her hours worked each day. You will generally use the timekeeping system to record your beginning work time, the time you break for lunch, the time you return from lunch and the time you end for the work day. Any other break from work for more than twenty minutes must also be accounted for by using the timekeeping system to record the beginning and end times of the break. We expect that you accurately record all of the time that you work for the Organization.

You are expected to begin work immediately following “clocking in.” Additionally, if you perform any work when you are not “clocked in,” you must immediately report that time to your supervisor and payroll or HR.

If you forget to records your “in” or “out,” notify your supervisor, payroll or HR immediately so that the time can be accurately recorded in our system for payroll purposes. Any changes or corrections to your time records must be acknowledged, by you or your supervisor.

Under no circumstances may any employee clock in/out or otherwise record time for another employee.

It is the policy of our Organization that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval. Employees are responsible for monitoring the number of hours they are working each day/week.

No employee may “volunteer” their time or otherwise work “off-the-clock” and no supervisor or manager has the authority to require, permit or ask any staff to work hours without reporting them.

Employees violating any provision of this policy are subject to discipline, up to and including termination.

Time Clock

All non-exempt employees are responsible for maintaining an accurate record of hours worked by properly clocking in and out. The following guidelines will apply:

- * Do not clock in more than six minutes before you are scheduled to report to duty.
- * Clock out no later than six minutes after your shift ends.
- * Clocking another employee’s time is grounds for immediate dismissal, as in requesting someone to clock your time.
- * If an error is made in clocking time, notify your supervisor immediately for corrections. Miss punch forms should be completed signed and returned to the Payroll or the Human Resources Department.
- * You may not leave the premises during scheduled working hours without the approval of your manager. If permission is granted for reasons other than hospital business, each employee must clock in and out accordingly. If sick time or vacation time is requested an

employee absence reporting form should be completed and turned into the Human Resources Department.

- * Any employee who leaves the campus during their meal break (even those set up for auto meal deduct) must clock in and out. Employees who are not set-up on auto meal deduct must clock in and out for their meal break even if they do not leave the campus. Note that some departmental policies may not allow employees to leave the campus for their lunch break. Employees in these departments may take their lunch break in the cafeteria or other designated break areas.

Production Breaks

Employees are not permitted to leave the campus for breaks (other than meal breaks when departmental policy allows for this). All employees, working at least 6 hours may arrange with their supervisor to take two 15 minute breaks/rest periods during their shift. During these breaks employees must remain on campus and will remain on the clock.

E-mail Curfew

It is the policy of our Organization that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval.

Weather Related Closings

It is our policy to consider the safety of our employees and those we serve when making decisions regarding remaining open/keeping certain departments open during periods of inclement weather. Where extraordinary circumstances warrant, we may close the facility/certain departments of the facility. During periods of adverse weather, employees are encouraged to contact their manager to find out if their department will be closed on any given day. Our decision to close will be made by 7:00 a.m. on the day of the closing. If the facility remains open, but you are unable to report to work, you should follow our standard procedures for notification of an unscheduled absence.

If the facility is closed, a non-exempt employee may use any available paid time off (i.e. vacation time, personal holiday, etc.- not sick time) to cover the absence. If the facility remains open, employees who report to work will receive their normal pay for the day. Those not reporting to work on a facility open day, will be required to use any available paid time off for the missed day. If a non-exempt employee does not have sufficient available paid time off to cover the absence, the absence will be without pay. In accordance with federal regulations, exempt employees will receive their regular pay for the day of closure.

Even if a facility and/or department is closed, there may be key positions that will need to report to work. Individuals in those positions will be notified by management with the details of the assignment. Employees who are required to work when a facility is closed will receive their normal pay for the hours worked.

Employee Benefits

The hospital strives to provide a competitive package of employee benefit programs for its eligible employees. Complete and official details of insurance and payroll plans are contained in materials which are distributed to full time employees. The descriptions in this handbook are only brief summaries for your general information. Contact the Human Resources Department for more details.

The hospital reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any benefits programs, you will be notified of the change or plan termination.

Vacation

Full-time or part-time employees working a minimum of 24 hours per week will accrue vacation time beginning with their date of hire. This accrued vacation may be used following completion of the introductory period. Vacation shall accrue annually as follows:

<u>Employee Category</u>	<u>Year 1-4</u>	<u>Year 5-9</u>	<u>Year 10+</u>
Salaried Practicing Physicians	120 hours	160 hours	200 hours
Department Heads	120 hours	160 hours	160 hours
40-hr/week employees	80 hours	120 hours	160 hours
36-hr/week employees	72 hours	108 hours	144 hours
32-hr/week employees	64 hours	96 hours	128 hours
30-hr/week employees	64 hours	96 hours	128 hours
24-hr/week employees	48 hours	72 hours	96 hours

Vacation remaining at the end of the calendar year may be carried over into the following year. However, the carryover hours together with the current year's accrued hours may never exceed one and one-half times the current year's accrual. Please consult your department manager or Human Resources Department for more detail regarding vacation approval and procedure.

If you leave the employment of the hospital, you will be paid for unused vacation computed at the rate of pay earned upon separation except in the event that you are fired for miss-conduct or quit without a notice, in that case unused vacation time will be forfeited.

Holidays

Full-time and part-time employees are eligible to receive up to seven holidays per year based on your regularly scheduled hours according to the following below.

<u>Employee Category</u>	<u>Holidays</u>
Salaried Practicing Physicians	7
Department Heads	7
40-hr/week Employees	7
36-hr/week Employees	6
32-hr/week Employees	5
30-hr/week Employees	5
24-hr/week Employees	4

In order to receive holiday pay, you must work your scheduled shift on both the regularly scheduled workday prior to and following the holiday unless the absence has been approved in advance by your department manager. If you work on a holiday, you will be granted an alternate paid day off to be taken within three months following the date of the holiday worked.

The holidays observed are:

New Years Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Personal Holiday
Labor Day	

Sick Leave

Full-time and part-time employees working a minimum of 24 hours per week will accrue sick time beginning with their date of hire.

* **Non-exempt employees-** Sick time may be used after completion of the introductory period, although the first day of illness will not be paid as sick time until the employee has accrued one-year's sick leave

hours unless he or she is admitted into a hospital, undergoes surgery or is unable to complete his or her shift due to illness or injury (including leaving early for medical appointments with prior approval from their supervisor).

<u>Employee Category</u>	<u>Annual Accrual</u>	<u>Maximum Bank</u>
Salaried Practicing Physicians	96 hours	960 hours
Department Heads	96 hours	960 hours
40-hour/week Employees	96 hours	480 hours
36-hour/week Employees	86 hours	432 hours
32-hour/week Employees	76 hours	360 hours
30-hour/week Employees	76 hours	360 hours
24-hour/week Employees	48 hours	360 hours

Group Insurance

Full-time employees regularly scheduled to work a minimum of 30 hours per week, are eligible to participate in group insurance programs. The Human Resources Department can provide details and the costs of these plans.

* **COBRA-** Group Health Insurance may be continued if employees leave the hospital under circumstances described by federal law (COBRA). Employees receive a detailed explanation of this privilege upon termination.

Severance

Department Managers will be entitled to payment of severance if their employment is terminated due to layoff or other involuntary termination without cause. Base salary paid as severance will be based on tenure and position at the time of termination, as follows:

<u>Tenure with Facility</u>	<u>Department Heads</u>
At least 2 years but less than 4	3 weeks
At least 4 years but less than 6	4 weeks
At least 6 years but less than 8	5 weeks
At least 8 years but less than 10	6 weeks
Ten years and over	7 weeks

Hospital Discount

- * Courtesy Discount- Employees regularly scheduled to work a minimum of 24 hours per week are eligible for an aggregate discount of \$100 per calendar year applicable to hospital medical services provided to the employee and his or her legal dependents. This discount may also be used to satisfy any coinsurance amounts remaining after group health benefits have been paid.

Employee Wellness/Exercise Program

The hospital provides employees with the benefit of utilizing the gym in the Physical Therapy Department during certain hours free of charge. Any employee who would like to do this should contact the Human Resources Department for a detailed explanation of the rules, hours of operation and to sign a release of liability before utilizing the gym.

Credit Union Membership

Credit Union membership provides a systematic savings with interest, through payroll deduction. Additionally membership offers a variety of privileges pertaining to checking accounts, loans, ATM services, etc. Please contact the Human Resources Department for more information.

Social Security

All employees are covered by the Federal Social Security Act. A required percentage of your salary is deducted from your paycheck to pay the employee's portion of this protection, and the company matches your deduction dollar for dollar. The plan is designed for your future security and that of your dependents and provides for retirement, disability, death survivor and Medicare benefits.

State Unemployment Insurance

This program is funded entirely by employers in this state. The program provides weekly benefits if you become unemployed through no fault of your own or due to circumstances described in the law.

Jury Duty/Witness Testimony

Full-time or part-time employees will be given the time off required for jury duty which includes examination, impaneling and service as a juror or as a subpoenaed witness in a court hearing in which the employee is not the plaintiff or defendant. Specifically excluded is jury duty for which the employee volunteers.

Employees will receive their full regular rate of compensation for up to 15 work days. A statement from the Clerk of the Court or Jury Commission is required.

Family and Medical Leave

Family and Medical leave must involve one or more of the following reasons:

1. For the birth of a child, to care for a newly-born child, or placement of a child with the employee for adoption or foster care.
2. To care for an immediate family member (spouse, child, or employee's parent) with a serious health condition.
3. Because of the employee's serious health condition which makes the employee unable to perform the function of the employee's job.

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12 month period, measured backward from the date of any Family or Medical leave. Family and Medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of birth or placement.

You may take family and medical leave intermittently- which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule- whenever it is medically necessary to care for your seriously ill family member, or because you are ill and unable to work. Intermittent leave may not be permitted for birth of a child, to care for a newly born child, or placement of a child for adoption or foster care.

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave, if available, as a substitute for some or all of the family and medical leave.

If you and/or your family participate in a group health plan, the hospital will maintain coverage under the plan during your family and medical leave. This coverage will be provided if you and your family were covered under the plan before the leave was taken and on the same terms as if you had continued to work. Where appropriate, you must make arrangements to pay your share of the health plan premiums while on leave.

Upon returning from a family and medical leave, you will normally be restored to your original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. In addition, your use of family and medical leave will not result in loss of any employment benefit that you earned or were entitled to before using family and medical leave.

When seeking family and medical leave, you must provide:

1. 30 Days advance notice of the need to take family and medical leave, if the need is foreseeable.
2. Medical certifications supporting the need for the leave due to a serious health condition affecting you or your immediate family member. Second or third medical opinions and periodic re-certifications at the at the hospital's expense may also be required.
3. Such periodic reports as deemed appropriate during the leave regarding your status and intent to return to work.
4. Medical certification of fitness for duty before returning to work, if the leave was due to a serious health condition.

When leave is needed for planned medical treatment for your own serious health condition or that of an immediate family member, you must try to schedule treatment so that it will not unduly disrupt the hospital's operation. Failure to comply with these requirements may result in delay of denial of leave.

Outside employment during your leave period is prohibited, and may result in disciplinary action, up to and including immediate termination of employment. Any employee who exceeds their 12 week FMLA entitlement may be subject to termination of employment.

The duration of leave, availability of benefits, opportunity for job restoration, and other rights and privileges associated with FMLA leave are limited by the requirements of applicable state and federal law. No express or implied contractual rights should be inferred from this policy.

The Company reserves the right to modify this or any other policy as necessary, at its sole discretion.

Family and Medical Leave/ Military Leave

Employees eligible for FMLA leave are entitled to leave for a covered family member's service in the Armed Forces under the following circumstances:

- 1) Up to 12 weeks of unpaid leave in any 12 month period for a qualifying exigency arising out of a covered employee's spouse, son, daughter, or parent's active duty or notification of an impending call or order to active duty or notification of an impending call or order to active duty in the Armed Forces in support of a contingency operation; or
- 2) Up to 26 weeks of unpaid leave in a single, 12 month period for an employee to care for his or her spouse, son, daughter, parent, or next of kin recovering from an injury or illness suffered while on active duty in the armed forces. Such illness or injury must render the covered family member unfit to perform the duties of the individual's military office, grade, rank or rating.

FMLA leave taken for military leave runs concurrent with other leave entitlements as allowed under federal, state and local law.

YOUR RIGHTS UNDER THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you are an employee of the Hospital, covered by a Hospital's medical insurance plan, you have the absolute right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment unless your termination is for gross neglect or misconduct. Your eligible dependents may also have

the right to elect and pay for continuation coverage for a temporary period in certain circumstances where their coverage under the plan would otherwise end. If you have any questions concerning your rights under COBRA, please contact the Human Resources Director for details.

By signing the employee handbook acknowledgment, you agree that you will provide your dependents with a copy of this policy for review and agree to assume all responsibility to inform such dependents of this policy.

Promissory Note

By executing the acknowledgement form attached to this Handbook, the employee accepts and understands that it may be utilized as an enforceable promissory note. If the employee fails to return any equipment, money, credit cards, or other property assigned to the employee during employment, the hospital may first withhold the value of such amount from any final compensation due to the employee including paychecks, vacation accrual, or other such earned benefit. If such compensation does not exist or is insufficient to offset the value of the property due, the employee understands and agrees that the hospital has legal entitlement to such property and that they will be responsible for such value and the cost of all attorney fees and costs expended in pursuing such property.

Acknowledgement of Receipt of Doctors Memorial Hospital Employee Handbook

This will acknowledge that I have received, read, understand and will comply with all of the policies and procedures as set forth in the employee handbook.

I understand that this Handbook represents only the current policies, regulations, and benefits, and that it does not create a contract of employment.

Regardless of what the Handbook states or provides, DMH retains the right to add, change or delete wages, benefits, policies and all other working conditions without another person's consent or agreement.

I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the hospital has the same right. I further understand that my status as an "at-will" employee may not be changed except in writing and signed by the Administrator.

Print Full Name _____

Department _____

Signed _____

Date Signed _____

HR/Witness Signature _____