



Perfusion Solution Inc Employee Handbook

Effective Date: June 7, 2023

Table of Contents

THIS HANDBOOK -- WHAT IT IS AND IS NOT.....	4
STATEMENT OF PURPOSE - SERVICE COMES FIRST.....	5
EQUAL EMPLOYMENT OPPORTUNITY	6
INTRODUCTORY EMPLOYEES	7
I-9 IMMIGRATION REFORM POLICY	7
AMERICANS WITH DISABILITIES POLICY	8
POLICIES AGAINST HARASSMENT	9
VIOLENCE IN THE WORKPLACE	11
EMPLOYEE CLASSIFICATION POLICY	12
DRUGS AND ALCOHOL POLICY	13
CREDENTIALING POLICY	14
VACCINATIONS/IMMUNIZATIONS	14
PERFORMANCE APPRAISALS.....	15
EMPLOYEE BENEFIT PROGRAMS	16
COBRA BENEFIT POLICY	17
HOLIDAYS	19
PERSONAL TIME.....	19
LEAVES.....	21
LEAVE WITHOUT PAY	22
PAID PARENTAL LEAVE	23
WORKING HOURS AND OVERTIME	25
GUIDELINES FOR ATTIRE AND APPEARANCE	26
EMPLOYEE RECORDS.....	27
CONFIDENTIALITY	28
INSPECTIONS	28
OUTSIDE EMPLOYMENT.....	28
PSI EQUIPMENT & COMPUTER USAGE	29
CELL PHONE POLICY	30
CREDIT CARD USE POLICY	31
NO SOLICITATION	32
CULTURAL DIVERSITY AND SENSITIVITY	32
SAFETY.....	34
SMOKING/VAPING	34
NURSING MOTHERS POLICY.....	35
DRIVING WHILE ON COMPANY BUSINESS.....	36
CONFLICTS OF INTEREST	37
GUIDELINES FOR APPROPRIATE CONDUCT & DISCIPLINARY ACTIONS	38
CODE OF ETHICS POLICY	40
TERMINATION OF EMPLOYMENT	43
OFFICE MEETINGS.....	43
EMPLOYEE GRIEVANCES	43
PATIENT RIGHTS AND RESPONSIBILITIES.....	44
ETHICS OF CARE	47
HAND HYGIENE, HANDWASHING AND HAND SANITIZER USE FOR HEALTH CARE WORKERS.....	48
RECEIPT OF COMPANY EMPLOYEE HANDBOOK	51
RECEIPT OF HARASSMENT POLICIES.....	52

WELCOME

Welcome to Perfusion Solution Inc. We are honored that you have chosen to work with us, and pledge that you are our number one priority. In the pages to follow you will find helpful information regarding our employment policies as well as benefits available to you as a Perfusion Solution Inc employee.

Perfusion Solution Inc. (PSI) takes great pride in providing the finest quality services to patients and do so efficiently and economically. Our ability to maintain our excellent reputation and to continue to provide excellent service is directly related to your enthusiasm, performance and loyalty as a member of the team. We hope that you will find your work challenging and rewarding.

Should you have any questions, whether addressed in this handbook or not, please feel free to raise them with your supervisor or myself. We are available to assist you and endeavor to provide you with whatever information you need.

Respectfully,

David D. Malkow
David D. Malkow, CCP LP
Perfusion Solution Inc.
President & CEO

THIS HANDBOOK -- WHAT IT IS AND IS NOT

This handbook does not constitute a contract for employment for any period of time but merely sets forth policies and procedures in effect on the date it was issued.

This handbook may be amended from time to time without prior notice to employees.

PSI and an employee have the right to terminate the employment relationship at any time, with or without cause or notice.

Please understand that no one has the authority to enter into any agreement with you for employment for any specific period of time or to make any promises or commitments contrary to the foregoing.

Please note that these policies are in addition to the applicable policies of hospitals to which employees may be assigned, if any. In case of conflict between these policies and any applicable hospital policies, the applicable hospital policies shall control.

STATEMENT OF PURPOSE - SERVICE COMES FIRST

The ultimate purpose of all work in a medical practice can be stated in just three words: to help people. Service to the sick, the troubled, and the infirm must be provided when it is needed. A medical practice has to have operating policies to aid in reaching that objective. Every member of the health care team must understand the objective is more important than the policies.

If a policy seems to interfere with the goal of helping people, then employees should feel free to discuss the policy with their supervisor. Any changes in policy, however, can only be made by the Administrator.

Many of the policies of a medical practice are intended to build the confidence patients feel in the physician and the supporting personnel who work in health care. A strong physician-patient relationship is necessary if the patient is to receive full benefit from the physician's service. Patients must feel that the staff is knowledgeable and conscientious, and the medical practice is well managed. The physician's employees play an important role in building this confidence by being cheerful, friendly, tactful, neat and industrious.

It is extremely important that every member of the PSI staff be courteous, friendly, helpful, and prompt in the attention accorded patients, their relatives, and the physicians we serve. Neither burdens them with our troubles nor expects them to immediately understand our methods and procedures.

If at times the demands of patients seem unreasonable, remember they are ill and worried. They are undergoing a most trying experience. What is involved may seem like a little thing, but to the patient it is a matter of vital concern. Avoid thinking of patients in terms of "cases" or numbers. They are individual human beings who need your help and the help of all the employees of this office. Know your limitations in dealing with patients. If asked a question, don't guess. Be helpful by referring them or their question to someone who knows the correct answer.

Regardless of the capacity in which you serve at PSI, always remember:

1. The patient is the most important person.
2. The patient is dependent upon us: our reputation is dependent upon them.
3. The patient is not an interruption of our work – THEY ARE OUR WORK!
4. The patient does us a favor when they call; we are doing them a favor by serving.
5. The patient is not someone to disagree with -- but someone to comfort.
6. The patient is always deserving of the most courteous and attentive treatment.

EQUAL EMPLOYMENT OPPORTUNITY

PSI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status is expressly prohibited.

We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law.

We are committed to ensuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law;
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and
- Reasonable accommodations will be made for disabilities and religious beliefs.

We believe in and practice equal opportunity. The Director of Human Resources serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Company in meeting its objectives.

Please contact Human Resources with questions or concerns.

INTRODUCTORY EMPLOYEES

All new or rehired employees returning after 30 days or more of leave (for any reason) will be considered Introductory Employees during their first one hundred eighty (180) days of continuous employment. During this time, management will frequently evaluate the employee's ability, work performance and work habits. Upon successful completion of the introductory period, an employee will be classified as a regular employee and their length of service will be credited from their date of most recent employment; however, the employee's at-will employment status does not change.

I-9 IMMIGRATION REFORM POLICY

The Immigration Reform and Control Act of 1986 requires employers to hire and retain only individuals who are authorized to work in the United States.

To enforce these guidelines, IRCA requires an employer to verify a potential employee's eligibility by completing the Employment Verification Form (Form I-9). By completing Form, I-9, the employer is certifying that it has viewed documents proving that the potential employee is authorized to live and work in the United States.

All employees are asked to provide original documents verifying their right to work in the United States and to sign a verification form (Form I-9). If an individual cannot verify their right to work within three days of hire, the company must terminate their employment.

Please contact Human Resources with questions or concerns.

AMERICANS WITH DISABILITIES POLICY

The Americans with Disabilities Act (ADA) is a federal law that prohibits employers with 15 or more employees from discriminating against applicants and employees with disabilities. It also requires employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job functions of the position.

Perfusion Solution Inc. complies with all applicable laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The company does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When a job applicant with a disability requests accommodation that can be reasonably provided without creating an undue hardship or causing a workplace safety risk, they will be given the same consideration for employment as any other applicant.

Perfusion Solution Inc. will reasonably accommodate qualified individuals (candidates and employees) with disabilities so that they can perform the essential functions of a job, unless the requested accommodations result in the following:

- A direct threat to the safety or well-being of the individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation; or
- An undue hardship to the company.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy. The Human Resources department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety, direct threat and undue hardship issues. Contact them with any questions or requests for accommodation.

POLICIES AGAINST HARASSMENT

Sexual Harassment

It is the policy of Perfusion Solution Inc. to maintain a work environment free of unlawful discrimination for all employees. Sexual harassment is unacceptable conduct, which violates this policy.

Sexual harassment encompasses a wide range of unwanted, sexually directed behavior and has been defined in the following manner:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 3) Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Harassment can occur between men and women, people of the same gender, supervisor and subordinate, an employee and co-worker, or an employee and a third party. Third parties include leased or contract workers, customers, vendors, suppliers and others with whom employees come in contact. In some cases, an employee could be considered a victim if the employee overhears offensive language or witnesses unwelcome conduct directed at another person. Sexual harassment can apply to conduct from one employee to another outside the workplace as well as on the work site. Employees who wish to register a complaint may do so through the Administrator or their supervisor or any member of management.

Allegations of sexual harassment will be investigated thoroughly. The facts will determine the response to each allegation. Substantiated acts of sexual harassment will be met with appropriate disciplinary action up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process, and no reprisals against the employee reporting the allegation of sexual harassment will be tolerated.

All Harassment Prohibited

It is the policy of Perfusion Solution Inc. to provide a workplace free from "harassment" of employees. It is the responsibility of every employee to cooperate in reaching this goal. PSI will not tolerate harassment by any employee. Harassment is considered misconduct. As used in this policy, the term "harassment" includes harassment based on any protected classification.

Some examples of what may be considered harassment, depending on the facts and circumstances, include the following:

Verbal harassment, e.g., derogatory comments regarding a person's race, color, sex, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age, appearance or other classification protected by law; threats of physical harm; or distribution and/or display of written or graphic material having such effects.
Physical harassment, e.g., hitting, pushing, or other aggressive physical contact, touching or threats to take such action, gestures or the display of signs or pictures.

It may be considered harassment if:

- Submission to such unwelcome conduct is made either explicitly or implicitly a term or condition of an individual's employment; OR
- Submission to or rejection of such unwelcome conduct by an individual is used as a basis for employment decisions affecting such individual (i.e., promotion, demotion, transfer); OR
- Such unwelcome conduct unreasonably interferes with an employee's job performance or creates an intimidating, hostile or offensive working environment.

It is not harassment for members of management to enforce job performance and conduct standards.

If an employee feels harassed, the employee should immediately advise the Administrator and Supervisor of the situation. In addition, the employee may also consider telling the offending party of the objection to the conduct.

Perfusion Solution Inc. will promptly investigate complaints of harassment, and appropriate corrective action will be taken. No adverse action will be taken against any employee for reporting a complaint of harassment.

VIOLENCE IN THE WORKPLACE

It is Perfusion Solution Inc.'s policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the company will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to company employees, clients, customers, guests, vendors and persons doing business with Perfusion Solution Inc.

It is a violation of this policy to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intimidation or intent to harm persons or property. Examples include but are not limited to the following:

- Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in writing or by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of another individual.
- Any other conduct or acts that management believes represent an imminent or potential danger to safety or security.

Anyone with questions or complaints about behaviors that fall under this policy may discuss them with a supervisor or a Human Resources representative. The company will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination. When such actions involve non-employees, the company will take action appropriate for the circumstances. When appropriate, the company will also take any legal actions available and necessary to stop the conduct and protect the company, our employees and property.

EMPLOYEE CLASSIFICATION POLICY

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt—Employees who meet any of the FLSA’s exemption standards, including managerial, supervisory, professional, sales or administrative employees.

Non-exempt—Employees whose positions do not meet the FLSA exemption standards. Overtime work is prohibited without specific supervisor authorization for these employees.

In addition, each individual’s employment status is defined as one of the following:

Full-time - Employees who work at least 30 hours per week are considered full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

Perfusion Solution Inc. may supplement its regular work force with temporary or part-time employees to help compensate for workload, employee absences or other situations. Management will determine which positions are permanent and which are considered temporary or seasonal.

Part-time - Employees who work fewer than 30 hours per week are considered to be part-time. Employees who work 30 hours or fewer per week, or who work on a temporary project basis, will receive all legally mandated benefits (such as workers’ compensation and Social Security benefits), but are ineligible for other benefit programs.

Temporary - Temporary employees are individuals engaged to work either part time or full time on PSI’s payroll, but have been hired with the understanding that their employment will be terminated no later than the completion of their specific assignment. This category includes interns and co-op students. Such employees may be either “exempt” or “non-exempt” but are not eligible for PSI benefits except as mandated by law.

Independent contractors - Consultants, freelancers and independent contractors are not employees of PSI. The distinction between employees and independent contractors is crucial because employees may be entitled to participate in the company’s benefits programs, while independent contractors are not. In addition, PSI is not required to satisfy income, Social Security, Medicare or unemployment tax withholdings or payment requirements for independent contractors.

DRUGS AND ALCOHOL POLICY

Perfusion Solution Inc. is strongly committed to maintaining a safe and healthy working environment for all its employees with the expectation that all employees will discharge their duties at an acceptable performance level and be unimpaired by drug and alcohol use. The use of alcohol and/or drugs can undermine employee productivity, the quality of Perfusion Solution Inc. services and image. For these reasons Perfusion Solution Inc. has implemented the following policy.

On-the-Job Use, Possession, Sale, Distribution or Manufacture

The use, possession, sale, distribution or manufacturing of non-medically prescribed controlled substances or of alcohol by anyone while on PSI business or on PSI property is prohibited. Further, employees are prohibited from being at work or “on-call” under the influence of drugs or alcohol. Violation of this policy by an employee while on PSI premises or on PSI business will result in disciplinary action up to and including immediate termination.

Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken with respect to a violation of this policy.

Any illegal substances found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

Alcohol and Drug Tests

Any employee who is involved in an on-the-job accident, and any employee whose on-the-job behavior indicates that the employee may be under the influence of drugs or alcohol in violation of this policy will be tested for the use of drugs and alcohol. If the tests indicate evidence of illegal drugs or the improper use of other drugs or that the employee is under the influence of alcohol (Any Blood Alcohol Concentration higher than 0.00), appropriate action will be taken based on the results of a positive drug or alcohol test.

A qualified laboratory will conduct drug tests, and proper chain of custody procedures will be observed for samples. When employment status will be affected, confirmatory testing will be carried out.

Records and information about testing and test results will be treated as private and confidential.

CREDENTIALING POLICY

Perfusion Solution, Inc. is dedicated to assessing and verifying the credentials of all licensed or certified health care practitioners it employs. This assessment will be done at the time of hire and every 2 years thereafter.

Verification is done in two ways: 1) Primary Source Verification – determine the accuracy of a qualification reported by the health care practitioner by contacting the original source. This may be done by direct correspondence, telephone verification, Internet verification, and reports from the credentials verification organization. 2) Secondary Source Verification – this form may only be used when primary source verification is not required. This form of verification includes the original credential, notarized copy of the credential, or a copy of the credential made by a staff member of Perfusion Solution, Inc.

The only primary source verification is for licensed or certified practitioners of her/his state license or certification.

A secondary source verification will be done on the following:

1. Education and training
2. Government issued picture identification
3. Immunization and PPD status
4. Life support training (as applicable)

All licensed and certified personnel will have verification of her/his license renewal done every two years. Additional requirements may be facility specific.

VACCINATIONS/IMMUNIZATIONS

Employees will have to follow the vaccination and immunization policies of the facilities that they will be working in

PERFORMANCE APPRAISALS

All employees are expected to work efficiently and harmoniously in order to meet the requirements and standards of their positions.

Typically, the supervisor and/or Administrator may review employee performance annually, based upon the employee's date of hire. The evaluations may include a written performance critique and a verbal interview.

The objective of any review is to assist in improving employee performance and development. Performance reviews may also serve as one basis for adjustments to employee compensation. However, employees must understand that increases in salary are at PSI's discretion and not an automatic part of the evaluation.

EMPLOYEE BENEFIT PROGRAMS

Perfusion Solution Inc. currently provides a number of Employee Benefit Plans for eligible employees for Full-Time Employees (30+ hours per week) on the 1st day of employment. For detailed information about each of the following benefits, refer to the books or manuals that are available from the Administrator. Because PSI has the right to change certain benefits it provides employees, the information contained in these books or manuals is more current and supersedes the descriptions of benefits found below.

Health, Dental, and Vision Insurance. Perfusion Solution Inc. provides health, dental, and vision insurance for all full-time employees. PSI pays 100% of the premium cost of your health and dental insurance. Dependent coverage will also be covered at 100%.

Long Term Disability Insurance. PSI also pays the entire cost of employee long term disability income insurance. Refer to the Plan Document for full description.

Life Insurance. PSI also pays the entire cost of group life term insurance on each full-time employee's life equal to three (3) times the employee's annual compensation rounded to the next highest thousand dollar, maximum \$300,000. Increased coverage will be provided as gross income is increased.

Voluntary Life Insurance. PSI offers voluntary life insurance which is paid for by the employee. Refer to the Plan Document for full description.

Flexible Spending Accounts. PSI offers Medical Flexible Spending and Dependent Care Flexible Spending which is paid for by the employee. Refer to the Plan Document for full description.

Workers' Compensation Insurance. Job-connected injuries are covered by Workers' Compensation Insurance. If the employee is injured "in the course of his employ," the employee must immediately report it and then go directly for medical care should the situation so warrant. An accident report must be completed as soon as possible.

401 k Profit Sharing Plan. PSI has a qualified 401K profit sharing plan. The corporation will provide a four (4) % match for all contributions made by an employee up to the maximum amount allowed by federal regulations. If financial conditions of the corporation warrants, additional funds will be provided at the end of the calendar year. In the event of employee's death, the employee's named beneficiary will receive the employee's vested share of the plan. Upon termination the employee will be entitled to the vested portion of the employee's balance in the plan as of the December 31st prior to termination. The plan vests at the rate of 20% per year; therefore, after five years of employment and participation in the plan, the employee would receive the entire balance, as if retiring at age 65.

COBRA BENEFIT POLICY

Perfusion Solution Inc. complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA). This federal law gives covered employees (and their dependents) who have lost health benefits the right to continue group health plans for limited periods of time under certain circumstances (called “qualifying events”). All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

Qualifying events for employees that allow up to 18 months of benefit continuation:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment

Qualifying events for spouses that allow up to 18 months of benefit continuation:

- Voluntary or involuntary termination of the covered employee’s employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee

Qualifying events for spouses that allow up to 36 months of benefit continuation:

- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Qualifying events for dependent children that allow up to 18 months of benefit continuation:

- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee

Qualifying events for dependent children that allow up to 36 months of benefit continuation:

- Loss of dependent child status under the plan rules
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify Human Resources within 60 days to maintain his or her COBRA rights. Within 14 days of that notification, Human Resources will provide enrollment materials to the employee or covered dependent.

The covered employee or dependent has 60 days from either the date that coverage would ordinarily have ended under the plan due to a qualifying event or the date of notification, whichever comes later, to elect continuation of coverage. Election of coverage is established by completing and returning enrollment materials to Human Resources.

COBRA premiums will be billed by the applicable insurance provider. The first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set by the provider. Failure to make timely payments will result in termination of coverage without notice.

Continuation coverage will end after 18 months if the qualifying event was a termination or reduction in hours, unless the qualified beneficiary is disabled at the time of the qualifying event, in which case coverage may extend to 29 months. For all other qualifying events, continuation coverage will end after 36 months.

Early termination of COBRA continuation coverage will occur if:

- discontinues its insurance plan;
- The qualified beneficiary fails to make a premium payment in a timely fashion; or
- The person who elected continuation of coverage becomes covered under another insurance plan or Medicare.

NOTE: State COBRA laws differ—check with your legal advisor to make sure that the provision in your handbook is in compliance with your state and federal COBRA laws. COBRA is not applicable to all employers.

HOLIDAYS

Perfusion Solution Inc. provides 8 hours of paid time off to regular full-time employees on the following holidays. If an employee works or is on call on the holiday, then the 8 hours will be added to the employees paid time off bank of hours. Birthday holiday is in accrued personal time (see personal time section).

Birthday
New Year's Day
Memorial Day
4th of July
Labor Day
Thanksgiving Day
Christmas Day

PERSONAL TIME

Personal time is paid time off which may be used for any purpose the employee chooses. Full time employees are eligible for personal time only after they have completed their first month of employment unless previously approved and the time has been earned.

Scheduling Personal Time. Every attempt will be made to allow the employee to take their personal time when they prefer to do so; however, the employee's department or area must remain adequately covered. In case of a conflict, the first employee to sign up for the period will be used in determining priority for personal time. In requesting personal time, always submit an email to your supervisor. All personal time, with the exception of illness, is to be approved through the employee's supervisor. When available, and with the exception of unused sick time if the employee is ill, personal time will be used in all scheduled and unscheduled cases when the employee will be absent for a full or part of a regular working day.

To allow for adequate coverage, only one employee will be able to schedule their personal time for any one week except when special permission is given by the supervisor. Only one person from each department will be permitted to be gone at one time. Memorial Day to Labor Day is considered Prime Vacation Time. During this period, you may request one week off at a time. Once everyone has requested and received their week off, additional weeks will be available on a first request, first off basis.

Accrued Personal Time. Personal time is based on the employee's hours worked and accrues continuously throughout the year. Birthday holiday is added into the accrual. The annualized number of days increases with years of service as follows:

<u>Years of Service</u>	<u>Hours Earned per Pay Period</u>	<u>Hours Per Year</u>
Date of hire through year 1	3.38	88
Year 2 through year 3	4.92	128
Year 4 through year 5	6.46	168
Year 6 through year 10	8.00	208
Year 11 through year 14	9.54	248
Year 15 and greater	11.08	288

Carry Over:

Personal time can be carried over from year to year up to a maximum of 1040 hours.

Part Time Employees. Part time employees who work at least 20 hours per week shall be entitled to a prorated number of days per year equivalent to the percentage worked based on the above table.

Personal Time Pay Upon Termination. If an employee resigns or is terminated and has accrued, but unused, personal time, the employee shall receive payment equal to the accrued but unused personal time if they have over 15 years of service. If an employee has less than 15 years of service, the employee shall receive payment of any unused personal time over 80 hours.

LEAVES

Sick Leave - Eligibility. An employee is eligible for sick leave with pay as of date of employment. Sick leave is available for the employee or a family member (child, stepchild, spouse, domestic partner, sibling, parent, parent-in-law, or stepparent) illness, injury, medical appointment, and to aid in the care of a family member. Sick leave, which extends beyond the allowed amount, will be regarded as time off without pay. Sick leave will accrue at a rate of 3:0 (three hours) per pay period for the length of employment with PSI.

Unused Sick Leave. Any unused sick leave time for the year can be carried over and added to the next year's allowance up to a maximum of 480 hours (12) weeks.

Emergency Leave - Each request for emergency leave will be considered on its own merit. Employees are expected to handle personal matters such as doctors and dental appointments and visits on their time off and lunch hours when possible. However, there may be special occasions where an employee needs a few hours off during the workday for such appointments. This must be scheduled and approved by your supervisor.

Bereavement Leave - Employees who have suffered the loss of an immediate family member may take up to three days of paid Bereavement Leave. An "immediate family member" is defined as an employee's spouse, parent, or child (including adopted and stepchild).

If an employee's non-immediate family is deceased, including the employee's grandparent, aunt, uncles, cousin, parent-in-law, nephew or niece, one day off with pay will be granted. All other family members will be on a by case basis.

Jury Duty - Employees called upon to serve on jury duty will be granted time off with pay up to two weeks while on jury duty and their lengths of service retained. Any payment received for jury duty will be deducted from the pay received by PSI, with the exception of payments for transportation. Any payments for jury duty lasting longer than two weeks will be evaluated as the situations arise.

Election Day - Employees wishing to vote on Election Day are expected to do so prior or subsequent to normal working hours.

Military Leave - Employees who enter the armed forces of the United States will be granted extended leaves of absence without pay in accordance with federal and state laws governing such leaves.

An employee who is a member of the National Guard or of a reserve component of the armed forces will, upon furnishing a copy of the official orders or instructions, be granted a military training leave. Training leaves will not, except in an emergency or in the event of extenuating circumstances, exceed two weeks a year, plus reasonable travel time.

LEAVE WITHOUT PAY

Employees may take up to 8 weeks of leave during a 12-month period, with retention of the right to return to work at the end of the leave, to care for certain family and/or medical related matters. The provisions of this are designed to address individual instances instead of broad-based general categories. As a result, an employee who is considering a Medical leave request should consult with his or her supervisor and the administrator, to obtain specific details regarding the application of the leave to his or her situation.

Leave is available to eligible employees subject to notification and verification requirements, for one or more of the following reasons:

1. Birth of a child, and care of the newborn child, if conducted within 12 months of the birth of the child.
2. Placement with the employee of a child for adoption or foster care, if concluded within 12 months after placement.
3. Care for the employee's spouse, child or parent (not parent-in-law) who has a serious health condition.
4. Inability of the employee to perform the essential functions of his or her position due to a serious health condition.
5. Violent Crime Victim Leave

While leave will be unpaid time, as a general rule, and at the employee's written request, Perfusion Solution Inc. will apply any accrued but not taken sick time followed by personal time to the start of the unpaid leave period. Unpaid leave does not apply to brief illnesses, such as absences of three calendar days or less, or instances of illness, which do not involve continuing treatment by a physician or other health care provider.

Group health insurance benefits will continue during the leave taken at the same level and under the same conditions as if the employee were actively working.

The employee is required to report periodically to the administrator regarding his or her status and intention to return to work.

PAID PARENTAL LEAVE

Purpose/Objective

Perfusion Solution, Inc. will provide paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 1, 2023.

Eligibility

Eligible employees must meet the following criteria:

- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees who have given birth to a child will receive a maximum of 8 weeks of paid parental leave per birth of a child/children. The fact that a multiple birth occurs (e.g., the birth of twins) does not increase the 8-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 8 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth occurs within that 12-month time frame.
- Eligible employees who have adopted a child or been placed with a foster child will receive a maximum of 8 weeks of paid parental leave per adoption of a child/children. The fact that a multiple adoption or placement occurs (e.g., adoption of siblings) does not increase the 8-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 8 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one adoption or foster care placement event occurs within that 12-month time frame.
- Eligible employees who are a spouse or committed partner of a woman who has given birth to a child will receive a maximum of 2 weeks of paid parental leave per birth of a child/children. The fact that a multiple birth occurs (e.g., the birth of twins) does not increase the 2-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 2 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth occurs within that 12-month time frame.

- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave must be taken immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the time frame indicated above. Any unused paid parental leave will be forfeited at the end of the time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- After the paid parental leave the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

WORKING HOURS AND OVERTIME

Full time employees are salaried and scheduled according to each facility's needs. Overtime will not be paid for working more than 8 (eight) hours in any given day. You will receive full salary compensation for less than 40 (forty) hours in any given week as long as you are available to perform your duties for the entire week. "On-Call" is considered part of your salary and will be shared equally between all employees of similar responsibilities.

Part-time employees are paid only for the hours they work. Working hours and number of days that are to be worked are established according to the employer's need.

Occasionally, it becomes necessary to change an individual's working hours because of the nature of the job or schedules of other employees. When an employee is assigned working hours, it becomes their responsibility to be present and ready for work on time each day unless special arrangements are made in advance. Although there may be infrequent occasions when an employee is late, a tardy individual throws a greater workload on other employees and the practice will not be tolerated.

In the medical field, it is sometimes impossible to leave regularly at an exact time. Patients must be taken care of when they need it, and a clock can't always regulate their needs. This should be kept in mind at all times. Patients must never be made to feel that they are imposing on employees when employees are "held over."

Lunch Hour

Lunch hours are scheduled to provide continuous service to our patients. Each employee will be assigned a lunch period suited to the work schedule and department. Most employees are scheduled to take one full hour for lunch. There may be occasions when it is impossible to leave for a full hour. However, all employees must take a lunch break of at least thirty (30) minutes. Employees should not take more than one full hour for lunch, as this is inconsiderate of other employees waiting for their scheduled lunch hours or covering the department during the lunch hour.

Permission to Leave during Working Hours

If it becomes necessary for an employee to leave during work for personal reasons, permission must be obtained from the supervisor and/or the Administrator.

Payment Schedule/Confidentiality

Employees are paid bi-weekly for the two weeks prior of work. Payroll checks are unavailable before the scheduled payday unless the date falls on a holiday or weekend.

GUIDELINES FOR ATTIRE AND APPEARANCE

Employees' appearance has a direct effect on the image the corporation conveys to patients and visitors. It is both expected and required that employees present themselves in professional, business-like attire.

All employees should observe the following guidelines:

Appropriate attire for clinical personnel:

- Option 1 - a white professional uniform (dress, pantsuit, or uniform top with skirt or pants), white pantyhose (knee-highs or socks where appropriate), and white shoes. Also acceptable are plain white leather shoes, white lab coats and white sweaters.
- Option 2 - Tasteful and professional looking plain or multi-colored uniform tops with matching or color coordinated uniform pants.

Acceptable business attire for office personnel:

- Option 1 - Includes suits, dresses, blouses, sweaters, skirts and slacks. Skirt and dress lengths (where appropriate) should be long enough to accommodate stooping or bending.
- Option 2 – Tasteful and professional looking plain or multi-colored uniform tops with matching or color coordinated uniform pants.

The following items are not acceptable:

Denim dresses, skirts or jeans	sweatshirts
leathers or look-a-likes	T-shirts
shorts	halter tops
culottes	tank tops
knickers	sun dresses
miniskirts	suggestive attire
painter pants	tennis shoes
leggings	top with writing or lettering
stirrup pants	pants with exterior stitching, seams or pockets

Uniforms with animal prints, logos, cartoons or figures of any kind and other similar items of casual attire as they do not present a businesslike appearance.

All clothing should be clean, neat, color-coordinated, properly fitting and properly pressed. Clean, polished shoes of an appropriate nature are expected. Proper undergarments are required. Good personal hygiene habits should be observed, including frequent bathing and use of deodorant. Hair should be kept neat and clean; hairstyles and hair colors of an extreme nature are not acceptable. Good oral hygiene practices should be observed, including brushing of teeth and keeping mouth fresh and clean. This is especially important when in close contact with others. Fingernails should be kept clean and well groomed. Avoid using heavy perfume or heavily scented lotions. If jewelry is worn, dangling jewelry should be avoided.

EMPLOYEE RECORDS

It is the policy of Perfusion Solution Inc. to maintain complete and accurate employee records. Employees are responsible for updating personnel and benefits information in writing promptly and accurately. Tax information must also be kept current; W-4 forms are available throughout the year.

Access to Personnel Files

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Privacy—Social Security Numbers

Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

Purpose. This policy and procedure explains Perfusion Solution, Inc.'s general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

Policy. It is Perfusion Solution, Inc.'s policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Procedure. Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.

Retention and access to Social Security numbers. All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Unauthorized use/disclosure of Social Security numbers. Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

CONFIDENTIALITY

Any information concerning the business affairs of PSI, its suppliers, employees or personnel associated with or receiving treatment from PSI, is confidential and restricted. Employees may not reveal any information except on a need-to-know basis and under the direction of a supervisor or with the supervisor's approval. Questions concerning this policy including what constitutes confidential information should be referred to the Administrator.

Maintaining the confidentiality of a patient's medical record is of the utmost importance. Information from a medical record should not be read, copied, disseminated or discussed in full or in any portion thereof other than, which is required to complete an assigned task. Medical records may not be divulged, disclosed or released either directly or indirectly except in accordance with the policies of Perfusion Solution Inc. Under no circumstances will original patient medical files be removed from the premises, except under subpoena, court order and/or administrative approval

INSPECTIONS

Perfusion Solution Inc. reserves the right to search any person entering its premises, or when off-site while performing services for the company. It also reserves the right to search property, equipment, and storage areas including, but not limited to, clothing, personal effects, vehicles, buildings, rooms, facilities, offices, parking lots, desks, cabinets, lunch containers, and equipment receptacles. Any items, which an employee does not wish to have inspected, should not be brought to work.

Facsimile machines, and if company e-mail systems are implemented, they should be used only for business purposes. Employee activities on computer networks, including internal and external e-mail functions and facsimile machines, are subject to monitoring by the company. Employees should not expect privacy for such communications.

OUTSIDE EMPLOYMENT

Perfusion Solution Inc. has no desire to regulate an employee's personal time outside of his or her scheduled workday. If an employee must accept outside employment, such employee should treat their employment with Perfusion Solution Inc. as the primary employment relationship. The additional job must not interfere with the time commitment required of the position accepted with PSI, nor should the additional employment have the effect of reducing an employee's ability to work in a safe and efficient manor while on duty at PSI. It is strongly recommended that employees discuss plans for outside employment with PSI management.

PSI EQUIPMENT & COMPUTER USAGE

Employees are responsible for the proper use, protection and maintenance of all equipment and other property furnished or made available to them by PSI. Unauthorized or abusive use of such property, including, but not limited to unauthorized use of PSI computers, is prohibited.

Removal of any such property without securing written permission from the employee's supervisor can result in immediate dismissal.

All equipment, keys and other property of PSI must be returned on the last day of employment, or sooner, if requested.

PSI is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information. The basic regulations for using the company computer systems are as follows:

- Computers are for business use only
- The company may access any information created, transmitted or stored on its information systems
- Copying or downloading software of any kind is prohibited without prior permission
- Internet is for business use only—incidental and occasional personal use is permitted
- The company provides email accounts to its employees for business use—incidental and occasional personal use is permitted
- Any email of an offensive, pornographic or otherwise inappropriate nature is prohibited—violations may result in disciplinary action
- Company proprietary information must be protected
- Instant messaging services may be provided to ease communication between employees—non-business use is prohibited

Please use the computers responsibly and contact Human Resources with any questions regarding appropriate usage

CELL PHONE POLICY

Perfusion Solution Inc. provides phones to employees to increase efficiency in doing business. There are important things to consider when using company phones. Please adhere to the following guidelines, based on the type of call you are making or receiving:

Cell phone photos/videos – Photos and videos are prohibited. No photos or videos are allowed at any time in clinical areas of the hospital.

Operating Room cell phone usage – Cells phones are only allowed in the operating room for emergency communication.

Business phone calls—Much of our business is conducted over the phone, making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your calls to the appropriate extension.

Personal phone calls - We recognize that periodically, personal phone calls must be made or received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Personal cellphone calls - In order to provide an optimum work environment, employees are expected to have cellphones turned off during work hours. Ringing cellphones are a distraction to co-workers and can interfere with productivity. Cellphones should only be used during breaks, lunches and outside of the office.

Flexibility will be provided in circumstances demanding immediate or emergency attention.

Voicemail - Company telephones are also equipped with voicemail. Voicemail was installed to help maintain our high quality of service for clients and to increase efficiency throughout the office. Voicemail will be an option to the caller; the call will not be put directly through to voicemail. It is recommended that employee greetings be changed daily. They should be brief and communicate your availability to clients.

Perfusion Solution, Inc reserves the right to amend or alter the terms of this policy. Perfusion Solution, Inc reserves the right to monitor your cell phone usage and take disciplinary action up to and including termination for more serious violations.

Please contact Human Resources with questions about our Cell Phone Policy.

CREDIT CARD USE POLICY

Perfusion Solution Inc. will issue company credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

- Use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause. Upon an employee's termination of employment at the Company, all cards must be returned to the Company.
- The employee in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts.
- Any credit card Perfusion Solution issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Company.
- Business-related expenses, such as food and lodging while on Company-approved business travel, may be purchased on the company credit card as long as these purchases are consistent with the Company's travel and expense reimbursement policy.
- Any purchases in the amount of \$2,500.00 or above must be approved prior to purchase. The employee must submit the purchase request in writing to supervisor and receive approval in writing before making the purchase. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt.
- The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
- Receipts need to be turned into the supervisor within one week of the date of purchase. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.
- If any employee uses a company credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be deducted in full from the employee's next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid. These deductions may take the employee's wages below minimum wage for the pay period(s) in question.
- If any employee uses a company credit card for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by David Malkow. The employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid. These deductions will at no time take the employee's wages below minimum wage.

In addition to possible financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and including termination of employment.

This policy will remain in effect as long as employee has a company credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

NO SOLICITATION

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, except with the Administrator's written approval, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any cause during working time. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on PSI premises at any time.

Working time includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed.

CULTURAL DIVERSITY AND SENSITIVITY

Everyone is in a cultural group:

When we speak of cultural diversity, we're not just speaking of nationalities or ethnic groups, but also age, gender, race, religion, sexual orientation, physical abilities, where you live, plus subcultures within any of these categories based on occupation, education and personality.

Cultural Diversity Tips:

- Be more formal with people born in other cultures
- Do not apply the "Golden Rule" (treat people as they prefer to be treated)
- Be careful in relating bad news, or explaining in great detail the implications, process, or course of treatment solution
- Do not discount other beliefs, do not ridicule or minimize a person's beliefs
- Avoid Stereotypes
- Offer material in Spanish (directory, diabetes info, etc.)

Tips for Communication with Limited English Speaking People

- Speak lowly, not loudly (speaking loudly does not improve someone else's English)
- Keep conversation simple (condense your communication to the main point)
- Organize what you say (people remember the first and last part of a conversation)

- Summarize or rephrase
- Do not ask yes-no questions. Ask open-ended questions that begin with what, where, when, why and how
- Check on comprehension frequently by paraphrasing answers
- Concepts may not be understood (avoid slang or jargon)

Provider Responsibilities:

Providers are required to render services in an appropriate, timely, cost-effective manner, consistent with customary medical care standards and practices. Services should be delivered in a culturally and linguistically appropriate manner, thereby including those with limited English proficiency or reading skills, those with diverse cultural and ethnic backgrounds, the homeless and individuals with physical or mental disabilities.

Culture Norms and Values Comparison:

Aspects of Culture	American Health Care Culture	Other Cultures
Sense of Self and Space	<ul style="list-style-type: none"> • Informal • Handshake 	<ul style="list-style-type: none"> • Formal • Hugs, bows, handshakes
Communication and Language	<ul style="list-style-type: none"> • Strong, direct communication • Emphasis on content-meaning found in words 	<ul style="list-style-type: none"> • Implied, indirect communication • Emphasis on context-meaning found words
Beliefs and Attitudes	<ul style="list-style-type: none"> • Equal opportunities • Challenging of authority • Gender equality 	<ul style="list-style-type: none"> • Unequal opportunities • Respect for authority and social order • Different roles for men and women

SAFETY

Safety is a very important part of each employee's job at Perfusion Solution Inc. Employees are required to follow the safety rules. Failure to do so could result in disciplinary action, including immediate dismissal. The rules are as follows:

1. Every employee must know procedures for a fire drill at all locations.
2. Every employee must know the procedure for assisted patient removal.
3. Remove fallen objects or spilled liquids from the floor.
4. All written safety requirements as well as those announced by supervisors must be followed.
5. Should an accident occur to a patient or employee, report this immediately to the supervisor. An incident report form must be filled out and turned in to the hospital of occurrence and PSI management promptly.
6. Every employee must report any unsafe condition to supervisor.

SMOKING/VAPING

For health and safety considerations, smoking is discouraged and prohibited inside PSI' premises, as well as inside any health care facility where you are representing PSI in any capacity.

Please dispose of smoking materials in proper receptacles.

NURSING MOTHERS POLICY

As part of our family-friendly policies and benefits, Company accommodates mothers who wish to express breast milk during the workday when separated from their newborn children.

For up to one year after the child's birth, nursing employees will be provided with reasonable break time to express breast milk during the workday. Nursing mothers who are returning from maternity leave should speak with their managers or supervisors regarding their needs. Supervisors will work with employees to develop a break schedule that is reasonable, accounts for needs that may vary from day to day and creates the least amount of disruption to the Company's operations.

The company will provide a private area, other than a bathroom, for nursing employees to express breast milk. Nursing mothers must request/reserve the room by contacting Tina Swanson 1-866-661-5304. Employees working offsite or in other locations will be accommodated with a private area as necessary.

Breaks to express milk will be paid. In addition to these breaks to express milk, employees may use normal break and lunch periods to accommodate additional nursing needs.

If you have any further questions or concerns regarding this policy, please contact Tina Swanson at 1-866-661-5304

DRIVING WHILE ON COMPANY BUSINESS

As a driver, your first responsibility is to pay attention to the road. When driving on business or driving while conducting business on behalf of the company in any other capacity, the following applies:

Cellphone Use

Cellular phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cellphones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or until you arrive at your destination. If you must use your cellphone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.). Also be aware that in many jurisdictions, using a cellphone while driving is prohibited or limited to calls facilitated by the use of a hands-free device.

Obey the Law

Perfusion Solution Inc. is not responsible for any moving traffic violations, tickets for parking violations or violation of any other city ordinances or state or federal laws regarding your driving habits and operation and care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for.

Other Safe Driving Precautions

- Use your best judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio or CD player, etc.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Laptop computers should never be used at any time while driving.
- Be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while they are driving.

Distracted driving plays a role in many motor vehicle accidents. We are not only concerned about your welfare as an employee, but also the welfare of others who could be put in harm's way.

As a business against drunk driving, be responsible when entertaining clients. Abide by the law and use a designated driver or the Businesses Against Drunk Driving program for transportation if you are under the influence of alcohol.

Employees who drive for company business must have a current, valid driver's license and required insurance

CONFLICTS OF INTEREST

Perfusion Solution, Inc. expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Perfusion Solution, Inc. recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed and reviewed annually. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to PSI
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest;
3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases;
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies;
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency;
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company;
7. Participating in civic or professional organization activities in a manner that divulges confidential company information;
8. Misusing privileged information or revealing confidential data to outsiders;
9. Using one's position in the company or knowledge of its affairs for personal gains; *and*
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

GUIDELINES FOR APPROPRIATE CONDUCT & DISCIPLINARY ACTIONS

Perfusion Solution Inc. expects all employees to conduct themselves in a professional manner, reflecting positively on the medical staff and all employees of the corporation. Engaging in prohibited conduct may subject an employee to discipline up to and including immediate dismissal.

The following and related types of misconduct are prohibited:

1. ANY violation of PSI's Drug and Alcohol Policy.
2. Falsifying employment or other PSI records.
3. Soliciting or accepting gratuities from patients or their families.
4. Excessive absenteeism or tardiness and/or absence without a reasonable excuse.
5. Failure to notify supervisor before the start of a scheduled shift of each day of an unplanned absence.
6. Failure to observe scheduled department working hours, including starting and ending times, rest breaks and meal periods. An absence, whether approved and/or unexcused, of seven (7) or more days will be considered a break in continuous service for all purposes.
7. Wasting or "abusing" scheduled work time such as loitering or loafing during assigned working hours.
8. Leaving without permission of a supervisor.
9. Smoking in other than designated areas and at designated times.
10. Any harassing conduct.
11. Soliciting or collecting contributions for any purpose without first gaining permission of the management.
12. Deliberate destruction or damage to PSI or hospital property or equipment, including the defacing of bulletin boards or the notices thereon.
13. Theft of property from PSI, any affiliated hospital and/or co-workers.
14. Unauthorized possession of firearms while on PSI business.

15. Disregarding safety or security regulations.
16. Insubordination, including, but not limited to disobedience and/or disrespect to PSI supervisors and/or co-workers.
17. Failing to maintain the confidentiality of PSI information.
18. Failing to report, via appropriate channels, suspected improper coding or billing practices, or to conduct oneself contrary to PSI's Fraud and Abuse Compliance Program guidelines.

The above are only examples of common sense rules which experience has shown to be both necessary and most effective in maintaining sound working relationships. They are only typical of cases, which can result in disciplinary action ranging from verbal warning to discharge, and are not to be construed as limiting or restricting disciplinary action to only the specific cases listed.

If PSI believes there is a problem with an employee's performance, it may elect (but is not required) to work with the employee to improve that worker's performance. PSI may verbally counsel the employee, give him or her written warning, and/or suspend the employee. PSI is not required, however, to take any of these actions prior to dismissing an employee. Also, because employees enjoy an at-will status, employees are not entitled to any particular due process prior to being dismissed.

CODE OF ETHICS POLICY

PSI maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve the Company's reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to payments and political contributions.

Prohibition of Improper Payments

The Company requires all employees to only use lawful practices involving payments to customers, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Company employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

Political Contributions

The Company will not make any contributions to any political party or candidate for political office in violation of federal or state law. Federal law generally prohibits corporations from making direct contributions or expenditures in connection with an election, subject to some limited exceptions. There are, however, various states that do allow corporate contributions to political parties and candidates in conjunction with state and local elections.

Reporting to Management

Any employee who must authorize, make or agree to a payment that may be contrary to this policy must report this information to his or her supervisor or to the Company's legal counsel immediately. If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information immediately to his or her supervisor or the Company's legal counsel immediately as well. Management personnel who receive a report will promptly discuss the issue with legal counsel for further investigation.

Antitrust Laws

Antitrust laws are relevant to many business decisions, and those who engage in illegal actions against such laws are subject to fines and imprisonment. Management will help guide employees in abiding by antitrust decrees applicable to the Company. The Company intends to comply with all U.S. antitrust laws applicable to normal business operations and will hold employees responsible for abiding by these laws as well.

In compliance with Section I of the Sherman Antitrust Act:

- No employee may enter into an agreement (expressed or implied, formal or informal, written or oral) with any competitor restricting any of the following conditions or business offering:
 - Prices
 - Costs
 - Profits
 - Offerings of products and services
 - Terms of sale conditions
 - Production or sales volume
 - Production capacity
 - Market share
 - Quote decisions
 - Customer selection
 - Sales territories
 - Distribution methodology
- No employee may enter into an agreement with a purchaser or lessee restricting the right of the purchaser or lessee to determine the price to resell or lease the product in question. Employees may also not enter in such agreements when the Company is the purchaser or lessee in the agreement.

The following situations may be in violation of antitrust laws under certain circumstances. Employees may not enter into these agreements without consulting legal counsel in advance and obtaining clearance to enter into such agreements.

- Agreements with customers or suppliers regarding the sales or purchases of reciprocal purchases or sales by customers or suppliers.
- Agreements with purchasers or lessees of products of the Company that would restrict customers from using or reselling products as they choose to do so.
- Agreements with any party that would restrict all parties involved to manufacture a product or provide a service to a third party.

Exchange of Information with Competitors

Communication with competitors would be an infringement of antitrust laws, specifically if the communication is accompanied by some action. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee may discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section I of the Sherman Antitrust Act, unless the Company's legal counsel determines that the communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees may not attend:

- Unauthorized meetings with competitors.
- Meetings where the communication with competitors is in violation of the paragraph above.
- Meetings for trade associations held to discuss business without adhering to the formal rules established by the trade association for its meetings.

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult with the Company's legal counsel before attending any event that may develop standards or certify products with competitors.

Violations of this Policy

If an employee violates this policy, he or she may be subject to termination or other disciplinary action to prevent future violations. The following individuals may be subject to disciplinary action or termination:

- Employees who are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report violation of this policy by their subordinates.

If an employee is accused of violating antitrust laws, yet he or she did consult legal counsel and acted in good faith, the employee may not face disciplinary action under this policy. The Company may also assist in the employee's defense, within the confines of the law.

TERMINATION OF EMPLOYMENT

If at any time, the employer decides to discharge an employee, the employee may, at the employer's option, receive four weeks' notice prior to discharge. If the employer so chooses, the employee may receive four weeks' pay in lieu of four weeks' notice. An employee committing any of the following acts is automatically ineligible for four weeks' notice or pay:

- Embezzlement of funds.
- Falsification of records.
- Violation of Drug and Alcohol Policy.
- Violation of a medical or corporate record confidence.
- Conduct which is unprofessional, rude or discourteous when dealing with patients, physicians or office employees.

If an employee decides to terminate his or her employment with PSI, he or she is requested to volunteer a written resignation to the Administrator at least 30 days prior to the resignation date. An employee who resigns will be compensated for any unused vacation time accrued. This amount will be added to the final paycheck.

An employee who resigns or is terminated will receive a final paycheck no later than the next regularly scheduled payday. If an employee requests in writing that his or her final paycheck be mailed to him or her, the employer will comply with this request.

OFFICE MEETINGS

A general staff office meeting will be held when needed. These meetings may be used to discuss any problems or suggestions. Please give the supervisor a list of any problems or topics to be discussed at these meetings. Feel free to express opinions because they will be given serious consideration.

EMPLOYEE GRIEVANCES

As in any business, employees may from time to time have complaints concerning their work, their working conditions, hours, wages or fellow employees. Ideally, when a complaint arises, a prompt and informal discussion with the Administrator is advisable so that the complaint does not become a lingering problem.

The Administrator may then meet with the employee to air the complaint in a private setting. After careful consideration, not necessarily at that immediate time, the Administrator may make some decision with respect to the grievance. If an employee is dissatisfied with the Administrator's decision, the Administrator may arrange a second private meeting for the employee to discuss the matter with the physician in charge of the office management. The physician may then discuss the complaint with the Administrator and make a binding decision with respect to the complaint. If such binding decision is made, the employee will be advised through the Administrator.

PATIENT RIGHTS AND RESPONSIBILITIES

The patient has the right to:

- To be treated with courtesy, dignity and respect by all hospital staff
- To ask for and receive services that is within hospital's ability and mission
- To have their personal, cultural and spiritual values and beliefs supported when making a decision about treatment
- To have someone of their choice and physician notified promptly of admission to the hospital
- To talk about any complaints they may have about their care without fear of getting poor treatment. To have their concerns reviewed in a timely manner and , when possible, resolved in a timely manner. In addition, they have the right to be informed in writing of the response to the concerns
- To know the physician who is mainly in charge of their care, as well as any physicians who might be consulting on their case
- To know the name and title of their caregivers
- To know if their care involves the training of health-care providers and the right to agree or refuse to participate
- To receive complete and current information about their diagnosis, treatment and prognosis in understandable terms. All explanations should include:
 1. A description of the procedure or treatment and why it would be done
 2. The possible benefits
 3. The known serious side effects, risks or drawbacks
 4. Problems during recovery
 5. The chances of success
 6. Other procedures or treatments that could be done
- To an interpreter or communication aid if they do not speak English, English is their second language, or they are deaf, hard of hearing or have speech disabilities
- To help their physicians and other health-care givers in the planning of their plan of care
- To be informed of the results of treatment, positive and negative, expected or unexpected
- To be able to receive and read their medical records in a reasonable period of time and to a description of everything in their records
- To refuse any procedure, drug or treatment and to be informed of the possible results of their decision
- To be free from restraints of any form that is not medically necessary
- To make advance treatment directives, such as Durable Power of Attorney for Health Care and Living Wills, or POLST, and to have caregivers follow those wishes
- To personal privacy. Case discussion, consultation, examination and treatment will be conducted to protect each patient's privacy
- To have all communications and records related to their care kept confidential
- Not to be discriminated against because of race, color, religion, sex, age, national origin, gender identity or expression, sexual orientation, disability or source of payment
- To supportive care, including appropriate assessment and management of pain, treatment of uncomfortable symptoms and support of their emotional and spiritual needs, regardless of medical status of treatment decisions

- To be free of all forms of abuse and harassment
- To a second opinion, at patient's own expense
- To be moved to another facility at patient's request or when medically appropriate and legally permissible. The patient has the right to be given a complete explanation about why there is a need to be moved and if there are other options. The facility which the patient will be moved must first accept the patient
- To know if there care involves research or experimental methods of treatment and the right to agree or refuse to participate
- To be informed during their hospital stay of patient-care options when hospital care is no longer needed and the right to participate in planning for discharge from the hospital
- To examine their bill and receive an explanation of the charges regardless of how the patient pays for care
- To know about hospital policies, procedures, rules or regulations applicable to their care
- To include family members or significant others in patient's care decisions without limitation or restriction based on color, race, national origin, religion, gender identity, sexual orientation, or disability
- To have access to, request to make arrangements to, and obtain information on disclosures of health information, in accordance with applicable law
- To be informed about unanticipated outcomes of care, treatment and services
- A safe and secure environment
- To assign someone, legally, to exercise the rights listed above on patient's behalf, if patient is unable to exercise them
- Visitation: Each patient (or support person, where appropriate) has the right, subject to his/her consent, to receive the visitors whom she/he designates. These visitors may include, but are not limited to, a spouse; a state recognized domestic partner (including same-sex partners), a non-registered domestic partner (including same-sex partners), other family members, or a friend. The patient also has the right to withdraw or deny consent at any time

Patient Responsibilities:

- To provide complete and accurate information about their medical history and communication needs to those involved in patient's care
- To take part in decisions about their care and treatment
- To ask questions about unfamiliar practices and procedures
- To inform their physician or nurse of any changes in their health
- To follow the treatment plan of care
- To be considerate of other patients and ensure that their visitors are equally thoughtful
- To respect hospital policies and staff
- To arrange payment methods prior to scheduled inpatient hospitalizations
- To provide copies of any Living Will, Power of Attorney, or other Advanced Directives
- To be respectful of their caregivers and obey hospital rules/regulations and policies; this will assist in providing a safe environment and the best care possible

Comments or Concerns:

The following can be contacted if the patient or patient's representative have concerns or complaints

Wisconsin Department of Safety Professional Services
Division of Legal Services and Compliance
PO Box 7190
Madison, WI 53707-7190

Illinois Department of Public Health
Office of Health Care Regulation
Central Complaint Registry
525 W. Jefferson St., Ground Floor
Springfield, IL 62761-0001
Phone: 800-252-4343
Fax: 217-524-8885

Iowa Department of Inspections and Appeals
Health Facilities Division/Complaint Unit
321 East 12th Street
Des Moines, IA 50319
Phone: 877-686-0027

Indiana Department of Health
Consumer Services & Health Care Regulation
Health Care Facility Complaint Program
2 N. Meridian St., 4B
Indianapolis, IN 46204
complaints@isdh.in.gov

Office of Quality and Patient Safety
The Joint Commission
One Renaissance Boulevard
Oakbrook Terrace, IL 60181

ETHICS OF CARE

Elements

Attentiveness, recognition of need

Responsibility, willingness to respond to (take care of) a need

Competence, direct action

Responsiveness, reaction to the care process

Process for Resolving Ethical Issues

- Identify the problem as you see it
- Gather relevant data
- Ask yourself if the problem is a regulatory issue or a process issue related to regulatory requirements
- Determine if the Code of Ethics apply to your problem and can help develop a course of action for you to pursue
- Identify who has the power and control in the situation
- Identify what is in your control and what is not
- Identify your resources. These can be a supervisor or colleague
- Make a list of possible actions and their positive and negative consequences
- Make a plan
- Take action and evaluate your plans as you proceed to determine next steps

HAND HYGIENE, HANDWASHING AND HAND SANITIZER USE FOR HEALTH CARE WORKERS

(based on CDC Guidelines)

Purpose

Effective hand hygiene reduces the incidence of healthcare-associated infections.

Policy

- A. All ATC Healthcare Services Healthcare Care Associates (HCA's) will comply with current [Centers for Disease Control and Prevention \(CDC\) hand hygiene guidelines](#).
- B. Hand Hygiene means cleaning hands by using either handwashing (washing hands with soap and water), antiseptic hand wash, or antiseptic hand rub (i.e. alcohol-based hand sanitizer including foam or gel).
- C. Alcohol-based hand sanitizers are the most effective products for reducing the number of germs on the hands of healthcare providers according to the CDC.
- D. Alcohol-based hand sanitizers are the preferred method for cleaning your hands in most clinical situations.
- E. Wash your hands with soap and water whenever they are visibly dirty, before eating, and after using the restroom.

Procedure

Indications for Hand Hygiene: Multiple opportunities for hand hygiene may occur during a single care episode. You must also follow all client-specific protocols in place. If you do not understand them, as your work-site supervisor.

A. The following are the clinical indications for hand hygiene

- 1. Immediately before touching a patient
- 2. When hands are visibly soiled
- 3. Before performing an aseptic task (e.g., placing an indwelling device) or handling invasive medical devices
- 4. After caring for a person with known or suspected infectious diarrhea
- 5. Before moving from work on a soiled body site to a clean body site on the same patient
- 6. After known or suspected exposures
- 7. After touching a patient or the patient's immediate environment
- 8. After contact with blood, body fluids or contaminated surfaces
- 9. Immediately after glove removal

B. Wash Hands with Soap and Water

- 1. When hands are visibly soiled
- 2. After caring for a person with known or suspected infectious diarrhea
- 3. After known or suspected exposure to spores (e.g., B. Anthracis, C difficile outbreaks)

C. How to Use Alcohol-based Hand Sanitizer

1. Put product on hands and rub hands together
2. Cover all surfaces until hands feel dry
3. This should take around 20 seconds

D. How to wash your hands

The [CDC Guideline for Hand Hygiene in Healthcare Settings](#) recommends:

1. When cleaning your hands with soap and water, wet your hands first with water, apply the amount of product recommended by the manufacturer to your hands, and rub your hands together vigorously for at least 20 seconds, covering all surfaces of the hands and fingers
2. Rinse your hands with water and use disposable towels to dry. Use towel to turn off the faucet
3. Avoid using hot water, to prevent drying of skin
4. Follow all special procedures in place in place at work-sites

E. Gloves and Hand Hygiene

1. Wear gloves, according to Standard Precautions, when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated skin or contaminated equipment could occur.
2. Gloves are not a substitute for hand hygiene.
3. If your task requires gloves, perform hand hygiene prior to donning gloves, before touching the patient or the patient environment.
4. Perform hand hygiene immediately after removing gloves.
5. Change gloves and perform hand hygiene during patient care, if
 - a. gloves become damaged,
 - b. gloves become visibly soiled with blood or body fluids following a task,
 - c. moving from work on a soiled body site to a clean body site on the same patient or if another clinical indication for hand hygiene occurs.
6. Never wear the same pair of gloves in the care of more than one patient. Carefully remove gloves to prevent hand contamination.

F. Surgical Hand Washing

The following are CDC guidelines. Follow all client specific procedures or special procedure protocols.

1. Remove rings, watches, and bracelets before beginning the surgical hand scrub
2. Remove debris from underneath fingernails using a nail cleaner under running water
3. Performing surgical hand antisepsis using either an antimicrobial soap or an alcohol-based hand sanitizer with persistent activity is recommended before donning sterile gloves when performing surgical procedures
4. When performing surgical hand antisepsis using an antimicrobial soap, scrub hands and forearms for the length of time recommended by the manufacturer, usually 2–6 minutes
5. Long scrub times (e.g., 10 minutes) are not necessary
6. When using an alcohol-based surgical hand-scrub product with persistent activity, follow

the manufacturer's instructions

7. Before applying the alcohol solution, prewash hands and forearms with a non-antimicrobial soap and dry hands and forearms completely
8. After application of the alcohol-based product as recommended, allow hands and forearms to dry thoroughly before donning sterile gloves
9. Double gloving is advised during invasive procedures, such as surgery, that pose an increased risk of blood exposure
10. Bacteria on the hands of surgeons can cause wound infections if introduced into the operative field during surgery
11. Rapid multiplication of bacteria occurs under surgical gloves if hands are washed with a non-antimicrobial soap
12. Bacterial growth is slowed after preoperative scrubbing with an antiseptic agent
13. Reducing resident skin flora on the hands of the surgical team for the duration of a procedure reduces the risk of bacteria being released into the surgical field if gloves become punctured or torn during surgery

G. Lotions

1. Lotions and creams can prevent and decrease skin dryness that happens from cleaning your hands
2. Use only hand lotions approved by your healthcare facility because they won't interfere with hand sanitizing products

H. Fingernail and Jewelry

1. Germs can live under artificial fingernails both before and after using an alcohol-based hand sanitizer and handwashing
2. It is recommended that healthcare providers do not wear artificial fingernails or extensions when having direct contact with patients at high risk (e.g., those in intensive-care units or operating rooms)
3. Keep natural nail tips less than ¼ inch long
4. Some studies have shown that skin underneath rings contains more germs than comparable areas of skin on fingers without rings
5. Further studies are needed to determine if wearing rings results in an increased spread of potentially deadly germs

References

To access the CDC's hand hygiene guidelines in their entirety, see the CDC website at:

<https://www.cdc.gov/handhygiene/providers/index.html>

RECEIPT OF COMPANY EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Company Employee Handbook. I agree to read it thoroughly, including the statements describing the purpose and effect of the handbook.

I understand that this handbook is designed to introduce employees to the organization, familiarize them with Company policies, provide general guidelines on work rules, disciplinary procedures and other issues related to employment with Company, and to help answer many of the questions that may arise in connection with employment at Company.

I understand that this handbook and any other provisions contained in it do not constitute a guarantee of employment or an employment contract, express or implied. I understand that Company is an “at will” employer and as such, employment with Company is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the company (except the President, in writing) has the authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the above.

In addition, I understand that this handbook states Company policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as promising future benefits or a binding contract with Company for benefits or for any other purpose. Personnel policies are applied at the discretion of Company. Company reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. Company may notify employees of such changes via email, by posting on the Company’s intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, I acknowledge that I have received a copy of the Company Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, I acknowledge that I am employed at will and that this handbook is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

Please sign and date one copy of this notice, and then return it to Human Resources. Retain a second copy for your reference.

RECEIPT OF HARASSMENT POLICIES

As described in the Anti-harassment Policy and the Sexual Harassment Policy, harassment is prohibited at Company.

By signing below,

- I acknowledge that I have received a copy of the Company Anti-harassment Policy and Sexual Harassment Policy, and I understand that it is my responsibility to read and comply with both policies and any revisions made to them.
- I acknowledge that retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited.
- I acknowledge that employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Signature

Date

Print your full name