

# PARADIGM Labs, LLC



## Employee Handbook

Prepared by:



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# WELCOME TO PARADIGM LABS, LLC!

Dear Valued Employee:

Welcome to PARADIGM Labs, LLC! We are pleased with your decision to join our team.

PARADIGM Labs, LLC is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or Catherine Wolfe, President.

Welcome aboard. We look forward to working with you!

Sincerely,

Catherine Wolfe, President

*(This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Company policies and procedures. PARADIGM Labs, LLC reserves the right to change, add or delete benefits and policies as necessary. **This handbook does not create a contract for employment for any specified period or definite duration.**)*

### *AFFILIATION WITH TEAMWORK SERVICES, INC.*

Our affiliation with Teamwork Services, Inc. began in December 2016. Teamwork Services, Inc. is classified as a Professional Employer Organization (PEO). As a PEO, they manage the PARADIGM Labs, LLC's (referred to in this document as "the Company") employee-related issues, such as workers' compensation, payroll, etc. Although they provide these functions for our Company, PARADIGM Labs, LLC makes the day-to-day decisions concerning your employment. Not unlike you, Teamwork Services, Inc. also works for PARADIGM Labs, LLC.

When you receive your paycheck, you will probably notice that it will be a Teamwork Services, Inc. check instead of a PARADIGM Labs, LLC check. This is because they provide payroll for our Company. With this in mind you will want to contact Teamwork Services, Inc. for things such as employee verification, references, etc. Please be assured that no confidential information will be released without your written consent.

Beginning with your new-hire forms, you will see Teamwork Services, Inc. name on various employment items throughout the course of your employment. Their name should become familiar to you, and you should expect to have some contact with them throughout your employment.

### *STATEMENT OF AT-WILL EMPLOYMENT*

The policies in this handbook are designed to serve as guidelines for management action. They are not intended to create any contract or binding agreement between the Company and any employee. **You have been hired as an at-will employee and just as you may voluntarily leave at any time, your employment and compensation may be terminated, with or without cause, and with or without notice, at any time by the Company in their sole discretion.** There are no promises, expressed or implied, for continued employment. The Company reserves the right to change, modify, eliminate, or deviate from any policy in this handbook at any time.

This handbook is to remain in a location available and accessible to all employees of PARADIGM Labs, LLC.

## INTRODUCTION

The employee handbook provides answers to most of the questions you may have about the Company, as well as the policies we abide by – our responsibilities to you and your responsibilities to the Company. If anything is unclear, please don't hesitate to ask questions of your supervisor or manager. These policies are intended to comply with all applicable laws and will be automatically amended or deleted as appropriate, to assure compliance with the law. This handbook and these policies are not a contract and may be changed upon the discretion of the President of the Company in cooperation with TSI. This revision of the handbook is effective December 2023.

## I. GENERAL EMPLOYMENT POLICIES

### A. *EQUAL EMPLOYMENT OPPORTUNITY*

It is the policy of the Company to recruit, hire, and promote all job applicants without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, mental or physical disability, genetic information, military or veteran status, marital status, or any other protected classification. Decisions on employment and promotion are based solely upon an individual's qualifications, with reference to the skills and abilities of the position for which the individual is being considered. The Company complies with all applicable equal employment opportunity laws.

### B. *BACKGROUND CHECK POLICY*

Paradigm Labs, LLC believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the Company. Background checks serve as an important part of the selection process and this type of information is collected as a means of promoting a safe work environment for current and future employees.

Background checks are conducted on all qualified job applicants who may be considered for employment, on current employees who may be considered for advancement, and on current employees in the course of an investigation of wrongdoing involving the Company.

Furthermore, the Company reserves the right to designate certain positions as "sensitive positions" and to initiate periodic background checks of individuals in these roles.

The Company will use a third-party agency to conduct all background checks, and the type of information that can be collected by the agency includes, but is not limited to, that pertaining to an individual's past employment, education, character, finances, criminal activity, etc. Paradigm Labs, LLC guarantees that all information attained from the background check process will only be used as part of the employment/promotion/retention process and will be kept strictly confidential. Only appropriate personnel at the Company will have access to this information.

Paradigm Labs, LLC will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). If the results of any portion of the background check contain information that could negatively impact any employment decision (initial hiring, retention, or promotion), the Company will inform the applicant that it plans on taking adverse action, and the Company will follow all FCRA adverse action guidelines.

### C. *HARASSMENT*

The Company promotes a no tolerance policy toward any type of harassment against anyone (including any applicant, employee, supervisor, or volunteer). Harassment means verbal or physical conduct that insults or shows hostility or aversion toward an individual.

Harassment may include:

1. Epithets or slurs
2. Negative stereotyping
3. Threats, intimidation, or hostile acts
4. Demeaning or hostile jokes or pranks
5. Insulting or hostile written or graphic material posted or circulated in the workplace

Harassment of any type will lead to disciplinary action, up to and including immediate termination.

#### D. *SEXUAL HARASSMENT*

Sexual harassment by any person is prohibited in the workplace. Sexual harassment may include, but not be limited to any of the following:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Verbal or physical conduct of a sexual nature; or
- Creating (or maintaining) a sexually hostile or offensive work environment, or retaliation against any employee for presenting a complaint of sexual harassment.

#### E. *VIOLENCE IN THE WORKPLACE*

The Company has no tolerance for violence. Any employee who is violent or threaten to be violent in the workplace or on the job will face disciplinary action up to and including immediate termination.

#### F. *REPORTING HARASSMENT, SEXUAL HARASSMENT, OR VIOLENCE*

Employees have an important responsibility in the effective implementation of the Company's policies against harassment, sexual harassment, and violence. Any employee who believes that any of these policies have been violated should promptly notify his or her immediate supervisor. In situations where the employee believes that he or she is being harassed by their immediate supervisor, the employee should notify the next individual above that supervisor in the chain of command. If for any reason the employee is uncomfortable discussing the harassment with either their supervisor or someone above their supervisor, the employee should contact Teamwork Services, Inc. at (912) 265-8500.

All reported claims will be thoroughly investigated, and appropriate corrective action will be taken. Reasonable efforts will be taken to preserve the confidentiality of everyone involved with any harassment, sexual harassment, or violence complaint. Employees and witnesses are protected against retaliation for bringing forth complaints of harassment, sexual harassment, or violence. Any employee, regardless of position, found to have committed harassment or sexual harassment, or who was violent or threatened violence, will be subject to discipline, up to and including discharge.

#### G. *VERIFICATIONS OF EMPLOYMENT*

From time to time an employee, former employee, or another employer or potential employer for an employee, requests a reference from the Company. When requested, the Company will verify the employee's hire date, and termination date if applicable. Other information is released only when a signed written release is received. Your signature evidences your agreement to release and hold the Company harmless from any claim based on any information

the Company provides about you (the employee) in good faith.

ALL REQUESTS FOR VERIFICATION OF EMPLOYMENT SHOULD BE DIRECTED TO TEAMWORK SERVICES, INC.

#### H. *PERSONNEL RECORDS*

The Company will maintain personnel records containing information on each employee to meet state and Federal legal requirements. The employee is responsible for immediately reporting any changes of address, telephone numbers, family status, or other pertinent information to the Company as soon as possible after the change occurs.

Employment law requires the confidentiality of personnel files. Personnel files belong to the Company and may not be removed from the office.

#### I. *CORRECTIVE ACTION*

When, in their sole discretion, the Company determines an individual's job performance or conduct requires corrective action, supervisors are encouraged to discuss the specific problems and needs with the employee.

This discussion should lead to agreement on appropriate corrective action. Decisions about corrective action are determined on an individual basis and will not establish a precedent for other cases. Depending on each situation, the Company may, at its sole discretion, use any one or a combination of the steps outlined below in any order it chooses, or may take other action as needed.

1. Informal Reprimand – May be given for a specific problem. The discussion should focus on the specific need for changes with the employee. Depending on the severity of the problem, a verbal warning may be issued along with this discussion or may follow later.
2. Verbal Warning – May be given for minor performance or conduct problems.
3. Written Warning – May be given for repeated minor problems or for problems that are more serious.
4. Suspension – May be appropriate for serious problems or if management believes employees should be away from work while facts are reviewed and management determines the appropriate action to take.
5. Discharge – For sufficiently serious problems or for repeated or continued failure to respond appropriately to warnings and corrective actions.

#### J. *GRIEVANCE PROCESS*

It is the Company's policy to encourage open communication between employees and management in order to prevent problems from becoming major disputes. Issues related to conditions of work, work relationships, the interpretation or application of policies, and/or general rules or regulations are subject to this policy.

The first step in problem resolution is for the employee to attempt to resolve matters with their immediate supervisor. If this does not resolve the issue and the employee wishes to pursue, they must submit the grievance to the next individual above their supervisor in the chain of



command. If these steps do not lead to a mutually satisfactory resolution, you may submit your concerns in writing to Catherine Wolfe, President.

Management will work in confidence with the appropriate personnel to seek a solution to the employee's concerns. All reported grievances will be thoroughly investigated, and appropriate corrective action will be recommended through the appropriate authorities. Grievance information will be held in the strictest of confidence with individual involvement on a need-to-know basis.

#### K. *TERMINATION PROCEDURES*

The Company encourages exempt employees who are resigning to give at least two week(s) written notice. **Employees who resign will receive their paycheck on the next regular payday following their last day of employment.** If an employee does not receive direct deposit, the check may be picked up at the office, or arrangements may be made through the Company for pickup at Teamwork Services, Inc., or to receive the check by mail.

Employees who are discharged, laid off, or whose employment is otherwise involuntarily interrupted or terminated will receive their paycheck on the next regular payday following their last day of employment, or as applicable by law.

An employee's final paycheck will be reduced by customary withholdings, and the amount of any lawful charge or indebtedness owed to the Company. Additionally, all Company property must be returned prior to the employee's last day of work, which includes but is not limited to, laboratory keys, laptop computers, etc. If an employee refuses to or does not return Company property, legal action may be taken.

#### L. *NON-RETALIATION AND NON-RETRIBUTION FOR REPORTING*

##### 1. **PURPOSE**

- 1.1 Paradigm Labs has implemented a billing compliance program that promotes the highest standard of ethical and legal conduct. Standards of conduct and procedures for supervisors, managers, and employees, to include those with ownership interests in Paradigm Labs, are implemented to guide this effort.
- 1.2 Paradigm Labs believes that positive employee-relations and morale can be achieved best and maintained in a working environment that promotes open communication between supervisors, managers, and employees. Open and candid discussion of any employee's concerns or problems, regardless of their title within the company, are encouraged.
- 1.3 Paradigm Labs believes each employee should express concerns, problems, and opinions on any issue and feel that their views are important. To that end, a policy that will encourage all employees to communicate concerns, problems, and opinions without fear of retaliation, retribution, or harassment will be implemented.
- 1.4 Paradigm Labs wishes to reassure all employees who wish to report concerns through the Compliance Line or directly to the Compliance Department, and hereby adopts this non-retaliation/non-retribution/non-harassment policy.

##### 2. **POLICY**

- 2.1 All supervisors, managers, and employees, to include those with ownership interests in Paradigm Labs, are responsible for promptly reporting actual or potential wrongdoing, including an actual or potential violation of law, regulation, policy, or procedure.
- 2.2 Paradigm Labs' Compliance Officer will maintain an "open door policy" to allow individuals to report concerns and problems.
- 2.3 Paradigm Labs' Compliance Officer and, if appropriate, its Compliance Committee, will act upon all concerns and problems promptly and in a manner consistent with this and other company policies.
- 2.4 The Compliance Hotline number, 865-755-2369, and email, [compliance@paradigm.healthcare](mailto:compliance@paradigm.healthcare), is designed to permit individuals to call, anonymously or in confidence, to report concerns and problems, or to seek clarification of compliance-related issues.
- 2.5 Person who report concerns in good faith will not be subjected to retaliation, retribution, or harassment.
- 2.6 Supervisors, Managers, or employees, to include those with ownership interests in Paradigm Labs, are not permitted to engage in retaliation, retribution or any form of harassment directed against an employee who reports a Compliance concern.
- 2.7 Anyone, including a person with an ownership interest in Paradigm Labs, who is involved in any act of retaliation or retribution against an employee that has reported suspected misconduct in good faith will be subject to disciplinary and/or legal action.
- 2.8 No person may exempt themselves from the consequences of wrongdoing by "self-reporting". However, self-reporting may be considered when determining the appropriate course of action.

### **3. PROCEDURE**

- 3.1 Employees have the responsibility to report, in good faith, concerns about actual or potential wrongdoing. Reports should be made as soon as possible to Paradigm Labs' management team, the Compliance Officer, or the Compliance Hotline.
- 3.2 Paradigm Labs is committed to a policy that encourages timely disclosure of such concerns and prohibits any action directed against an employee, manager, or staff member for making a good faith report of a concern.
- 3.3 All supervisors and managers must maintain an "open-door policy" and take aggressive measures to assure their staff that the system truly encourages the reporting of concerns and problems, and to assure their staff that there will be no retaliation, retribution, or harassment for doing so.

- 3.4 A copy of this policy must be given to each employee, to include those with ownership interest in the laboratory. A copy of this policy must be posted in every department/division.
- 3.5 If employees have concerns, they should be addressed in the following order:
  - Immediate supervisor
  - Department manager
  - Department director
- 3.6 If an employee feels uncomfortable with the above, the employee should report concerns and problems directly to the Compliance Officer or Compliance Hotline.
- 3.7 Any manager, supervisor, or employee who engages in retribution, retaliation or harassment against a reporting employee is subject to discipline up to and including dismissal on the first offense.
- 3.8 All instances of retaliation, retribution or harassment against reporting employees will be brought to the attention of the Compliance Officer who will, in conjunction with Legal and Human Resources, investigate and determine the appropriate discipline, if any.
- 3.9 If an employee reports a concern regarding his or her own inappropriate or inadequate actions, reporting those concerns does not exempt him or her from the consequences of those actions.
- 3.10 Prompt and forthright disclosure of an error by an employee, even if the error constitutes inappropriate or inadequate performance, will be considered a positive constructive action by the employee.
- 3.11 Confidentiality regarding employee concerns and problems will be maintained at all times, insofar as legal and practical, informing only those personnel who have a need to know.

## II. COMPENSATORY PRACTICES

### A. EMPLOYMENT CATEGORIES

**Introduction Period** – all newly hired or rehired employees will experience an Introduction Period that will extend from the hire date to the day following ninety (90) days of complete, consecutive employment.

**Full-time Level I (FTI)** – The Company defines full-time level one as an employee who normally is scheduled to work 36 or more hours per week and who has completed the Introduction Period.

**Full-time Level II (FTII)** – The Company defines full-time level two as an offsite employee who normally is scheduled 32-35.99 hours per week and who has completed the Introduction Period.

**Regular part-time** – The Company defines part-time as an employee who works an average of less than 36 hours per week or on an as-needed basis and who has completed the Introduction Period.

**Seasonal/Temporary** – An employee who works for a definite period of time or the duration of a specific project.

#### B. *HOURS OF WORK*

PARADIGM Labs, LLC is open for business from Monday - Friday 9 AM to 5 PM at the main laboratory on St. Simons Island, GA. This excludes holidays recognized by PARADIGM Labs, LLC. The standard workweek is 36-40 hours depending on the needs of the department. Staff working offsite from the main laboratory will have their work hours designated by the needs of the physician practice or laboratory to which they are assigned.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

Your supervisor or manager may establish alternative hours.

You are expected to be at your work location and ready to perform your job at the time you are to begin your day. You are expected to leave your job at the required time. Leaving early or staying late without prior permission could result in a written reprimand and/or termination.

#### C. *MEAL AND BREAK PERIODS*

*NOTE: The exact details of this policy may vary based on the state in which you are employed.*

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Employees may take one 30-minute **unpaid** meal period and a maximum of two **paid** 20-minute break periods.

Employees are required to clock in and out for **ALL** breaks, whether paid or unpaid, and they must do so by using the corresponding timeclock button for the break that is to be had. Additionally, employees must not clock in early from their 30-minute meal period, and their break periods must not exceed 20 minutes. Employees will NOT be paid for any break periods that are in excess of 20 minutes. Employees who violate any facet of this policy may face disciplinary action, up to and including termination.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods. If for any reason a non-exempt employee does not take the applicable meal and/or break periods that they are provided, the employee must notify his or her supervisor immediately.

Meal and break periods may be scheduled at staggered times to allow coverage.

#### D. *HOURLY PAY*

Compensation for hourly employees is computed by multiplying the number of hours worked by the employee, up to 40 hours per week, times the hourly rate of pay.

**Overtime Pay:** Hourly employees shall be paid at the rate of one and one-half times their regular rate of pay for any time over 40 hours actually worked in one **workweek**. Overtime work is to be performed only at the request and authorization of your supervisor.

PARADIGM Labs, LLC sets the work schedule. If overtime work is required, you will be given as much advance notice as possible. However, employees will be required to put in their share of overtime when a reasonable request has been made. For the purpose of overtime calculation, only hours actually worked within the respective workweek will apply. Hours paid for holidays or vacation will not apply.

#### E. SALARIED PAY

Salaried employees will be paid a predetermined amount each weekly work period. If you are salaried, you are expected to work the hours needed to accomplish your assigned duties.

#### F. PAY PERIOD AND PAYDAYS

You will be paid on a bi-weekly basis. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account.

**IT IS YOUR RESPONSIBILITY** to make sure your paycheck is correct. If you notice, or suspect an error in pay, either overpaid or underpaid, notify your supervisor immediately.

#### G. PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted annually.

This evaluation may or may not be tied to a change in salary.

#### H. ATTENDANCE AND PUNCTUALITY

Absenteeism and tardiness place an undue burden on other employees and on the Company as a whole. PARADIGM Labs, LLC expects every employee to work regularly and report to work on time. This means being ready to work at your scheduled start time each day and returning from scheduled breaks and meal periods on time.

**Requesting Time Off:** All planned time off must be requested at least two weeks in advance and in writing. If you are unexpectedly unable to report for work for any reason, or if you will be late for any reason, you must notify your supervisor as early as possible, but always prior to your scheduled starting time. Employees must make every effort to speak with their supervisor directly. It is not acceptable to leave a voicemail or text message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail or text message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

Employees who are going to be absent for more than one day should contact their supervisor each day. PARADIGM Labs, LLC reserves the right to ask for a physician's statement in the event of a long-term illness (3 consecutive days), or multiple illnesses or injuries.

If an illness or emergency occurs during work hours, employees should notify their supervisor. Employees must also notify their supervisor at least one day in advance of known absences for medical, dental, or other appointments.

**Job Abandonment:** If an employee fails to notify their supervisor after three (3) consecutive days of absence, PARADIGM Labs, LLC will presume that the employee has voluntarily resigned, and the employee will be removed from payroll. PARADIGM Labs, LLC will review any extenuating circumstances presented by the employee that may have prevented him/her from calling in before being removed from payroll.

**Disciplinary Action and Termination:** PARADIGM Labs, LLC considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee may be subject to disciplinary action, up to and including termination of employment.

**Excessive tardiness and/or absenteeism may result in termination of employment.**

I. *TIMEKEEPING RULES*

PARADIGM Labs, LLC strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees' payment of minimum wage and overtime. The rules below are designed to help PARADIGM Labs, LLC with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination. These rules apply to non-exempt employees only. If you are unsure of your status as exempt vs. non-exempt, please ask your human resources manager.

- You must keep an accurate record of all of your work hours in the manner designated by PARADIGM Labs, LLC (e.g., handwritten timecard, time clock, timekeeping computer program, etc.).
- Employees **ARE NOT** permitted to clock in or out of the timeclock system from personal mobile devices such as cellphones, tablets, etc.
- ***It is your responsibility*** to review the accuracy of your time records before submitting them to your supervisor for processing. Failure to do so may result in inaccurate payments and/or a delay of payments. If you need to make a change on your time records to correct an error, make the correction before you submit it for processing. When you sign and submit your time records, you are certifying that they are complete and that they accurately reflect all hours that you worked.
- Employees are responsible for maintaining their own time records. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee. Do not tamper with timekeeping equipment.
- You must obtain your supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location including time spent checking emails or using any mobile device (e.g., cell phone, tablet, laptop) for any work-related purpose. If you do perform any work outside of your regularly scheduled hours, you should record the time accurately on your time records.
- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.
- The Company prohibits retaliation (e.g., demotion or termination) against any employee for making a complaint about a suspected violation of the FLSA. If you have a complaint about the Company's pay practices, or if you believe you have

been retaliated against for making such a complaint, please report it immediately to the President of the Company or the Company's human resources department.

### III. BENEFITS

*NOTE: Company benefits include a retirement plan, insurance coverage, holiday pay, paid time off (PTO), and leave time. Retirement, insurance coverage, and holiday pay are on a fixed eligibility schedule. PTO may be negotiated at the time of hire based on prior work experience. Enrollment information will be provided approximately 30 days prior to eligibility for the various qualified plans. Please refer specific benefits questions to your Branch Manager.*

#### A. HOLIDAYS

Full-time employees are eligible for paid holidays after completing the 90-day Introduction Period. PARADIGM Labs, LLC generally observes the following paid holidays:

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

"Holiday pay" is defined as eight hours of straight time wages for employees who work 36+ hours in a week, or it is defined as four hours of straight time wages for employees who work 32-35.99 hours in a week. Due to the nature of our business, PARADIGM Labs, LLC may require employees to work on a holiday. Employees who are required to work on holidays that are observed by Paradigm Labs will be paid premium holiday pay of 1.5 times their normal hourly rate. Furthermore, employees who are required to work company-observed holidays, and who are eligible for regular holiday pay, will also receive 8 hours of holiday pay in addition to the premium holiday pay.

To receive holiday pay for any holiday, you must work the last regularly scheduled workday before the holiday and the first regularly scheduled workday after the holiday or obtain advance approval from your supervisor for the day off. If unexpected leave occurs (i.e., employee calls in) on the day before or after a holiday, the employee will not be allowed to use paid time off.

#### B. PAID TIME OFF (PTO)

*NOTE: The exact details of your plan may vary based on the state in which you are employed.*

Paid time off (PTO) provides eligible employees with paid time away from work that can be used for vacation, personal time, or sick time. The PTO policy takes the place of vacation, personal and sick time. When an eligible employee is absent from work for any of these reasons, the time is deducted from the employee's PTO bank. PTO must be earned before use unless you obtain special approval from your supervisor.

##### **Eligibility**

Only active, full-time employees who have completed the Introduction Period are eligible for PTO. Available PTO is forfeited if a full-time employee switches to part time status. If a part time employee switches to full time status, PTO eligibility is calculated based on the full-time status date.

If a full-time employee switches to part time/PRN status, and then switches back to full time status within 90 days, PTO accruals will resume based on the original full-time date. If a full-time employee switches to part time/PRN status and then switches back to full time status after 90 days, the employee will be treated as a new full-time employee for PTO purposes and accruals will be based on the new full time date.

Managers reserve the right not to approve a request for PTO if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Employees are required to give two weeks’ advance notice when submitting leave requests. Whenever possible, employees’ requests for prescheduled PTO will be accommodated, but where scheduling conflicts arise, seniority and workload priority will prevail. Employees are discouraged from finalizing plans until their PTO request is approved. Unscheduled absences are discouraged, except in emergency situations. A doctor’s note is required for sick-type absences longer than 2 days. PTO cannot be used for a scheduled workday before or after a holiday unless it has been approved in advance by your supervisor (see Holidays Policy, Section III-A).

**PTO Accrual**

Accrual of PTO will begin on the first day of employment. FTI employees are permitted to roll over up to, but not more than, 80 hours of unused PTO each year. FTII employees are permitted to roll over up to, but not more than, 40 hours of unused PTO each year. Any unused hours in excess of 80/40 respectively that remain in an employee’s bank at the end of the calendar year will be forfeited. An employee’s maximum accrual allotment will not be impacted by any hours that are rolled over from one year into the next.

PTO is available to employees after completion of the Introduction Period. PTO must be earned before being taken and pay will not be substituted for unused PTO. All PTO requests over 80 consecutive hours must be reviewed and approved by management and these requests are highly discouraged.

PTO accrues as shown below:

<b>FT I PTO ACCRUALS</b>		
<b>Length of Service</b>	<b>PTO Accrual Rate per Pay Period</b>	<b>Max Accrual per Year</b>
Date of hire – end of 3rd year	3.08 hours	80 hours
Start of 4 <sup>th</sup> year – end of 5 <sup>th</sup> year	4.62 hours	120 hours
6 <sup>th</sup> year and beyond	6.16 hours	160 hours

<b>FT II PTO ACCRUALS</b>		
<b>Length of Service</b>	<b>PTO Accrual Rate per Pay Period</b>	<b>Max Accrual per Year</b>
Date of hire – end of 3rd year	1.54 hours	40 hours
Start of 4 <sup>th</sup> year – end of 5 <sup>th</sup> year	2.31 hours	60 hours
6 <sup>th</sup> year and beyond	3.08 hours	80 hours



**Payment of Unused PTO upon Separation (voluntary/involuntary):**

Employees who voluntarily separate from the company (quit) and successfully submit and work out a 14-calendar day notice will be paid the balance of their PTO, up to 80 hours.

An Employee who is involuntarily separated for cause (fired) or quits and does not work out a full 14-calendar day notice will forfeit the balance of their PTO.

PTO taken that that may have been advanced prior to accrual will be deducted from an employee's final paycheck to the extent permitted by law.

**C. CHILDREN IN THE WORKPLACE BENEFIT**

This benefit is available to eligible employees (see eligibility criteria below) who are responsible for the care of a child (or children).

Employees will receive 24 hours upon hire and 24 hours every January 1st thereafter to bring child(ren) to work when necessary (i.e., unexpected changes in childcare arrangements). Unused hours do not carry over year-to-year and will be forfeited on December 31st.

Once an employee has maxed out their allotted 24 hours, available PTO should be used.

Employees may not bring a child into the workplace if the child has been diagnosed with or is expected to have contracted a highly contagious illness.

**Eligibility**

This benefit only applies to full-time employees who work at the St. Simons Island office.

**D. MEDICAL DISABILITY LEAVE**

If an employee is medically disabled for any reason, including, but not limited to pregnancy or pregnancy-related disability, the Company will grant the employee up to a maximum of 8 weeks of unpaid medical disability leave of absence. Requests must be received in writing and must be accompanied by a physician statement giving the estimated length of the disability. Requests should be submitted at least thirty (30) days in advance.

An employee who goes on disability leave must use earned PTO at the start of the disability leave, and no additional PTO will be accrued during that time. An employee on unpaid disability leave will not be eligible for holiday pay. Group insurance benefits may be continued as allowed by the provisions of the insurance policy in force at the time the leave is approved. Regardless of whether an employee is interested in continuing benefits coverage or not, the leave administrator will need to refer to insurance carrier restrictions before approving a leave of absence and communicating insurance provisions.

Employees who have not used the maximum 8 weeks of disability may be granted extensions of their original leave up to this maximum. An extension must be requested in writing prior to the expiration of their original approved leave and must be accompanied by their physician's statement indicating the reason for the extension and estimated date of return. The Company will return an employee to his or her former position or to a similar position if the employee returns within 8 weeks.

If the employee's disability continues beyond 8 weeks, the Company will attempt to return the employee to his or her former position; however, the Company's need to fill a position may override its ability to hold a position open. The Company retains the discretion to determine the similarity of available positions and the employee's qualifications.

Failure to return from disability leave will be considered a voluntary termination.

#### E. *LEAVE WITHOUT PAY*

We realize that leaves of absences due to prolonged illness, accident, or other compelling reasons are sometimes necessary. A “leave of absence” is defined as an approved absence from work without pay for a period of time in excess of five working days. A leave of absence should be requested in writing on the approved form. All PTO must be exhausted before leave without pay goes into effect.

#### F. *JURY DUTY*

All employees are eligible for paid jury duty leave. Employees are required to submit a copy of their jury summons and must return to work promptly upon being excused by the Court. Proof of jury duty summons and attendance will be required.

#### G. *BEREAVEMENT*

The Company may grant up to three (3) days with pay for full-time employees who require time off due to death of an immediate family member. Immediate family is defined as your spouse, children (including foster- and stepchildren), grandchildren, parents (including step-parents or legal guardians), brothers, sisters, grandparents, stepparents, or in-laws (including mothers-in-law, fathers-in-law, and brothers- or sisters-in-law).

Because of the deep impact that death can have on an individual or a family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee’s supervisor.

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee’s absence. In addition, PARADIGM Labs, LLC may require verification of the need for leave.

#### H. *MILITARY SERVICE*

If you are a member of a military reserve unit and you are required to attend active-duty training sessions, you will be granted unpaid leave to fulfill your military responsibilities. Written application for a military leave of absence must be made as soon as possible after receiving military orders.

If work schedules are such that they conflict with once-a-month weekend duty, employees may use PTO to attend such duty.

Employees who enter the military service by draft or reserve call-up shall be granted a leave of absence without pay for that purpose, after receipt of official notice. Also, if you are called to fulfill armed services obligations, you will be granted unpaid leave for the duration of the term.

#### I. *TIME OFF TO VOTE (FOR GEORGIA EMPLOYEES)*

*NOTE: The exact details of this policy may vary based on the state in which you are employed. Please contact your supervisor for details if you are not employed in the state of Georgia.*

All employees who are eligible to vote in-person in primaries and elections, either on election day or on a designated early-voting day, may request up to two hours off without pay to vote.

If you plan to take time off to vote, you must notify your supervisor before Election Day. The Company may specify which hours you take off to vote.

## IV. EMPLOYEE SAFETY AND HEALTH

### A. *WORKERS' COMPENSATION INSURANCE*

All employees of the Company are covered under a workers' compensation policy as required by law. A notice about workers' compensation insurance and job-related injuries or an illness is posted in the office. This notice not only explains the employee's basic rights and responsibilities under the law, but in some states, also lists the "Panel of Physicians" for job-related injuries.

### B. *SAFETY PROGRAM COMPLIANCE*

Your health and safety are Paradigm's main concern. The Company shall provide safety equipment for all jobs where required. When a job must be performed and the use of safety equipment will lessen the possibility of injury, the equipment must be used. Where hazardous conditions are present your supervisor/manager will advise you of the required equipment and where to obtain it.

**Every employee is expected to observe and promote safety on the job. If you observe any unsafe or hazardous condition, you are to report this promptly to your supervisor. Together our goal is to maintain a safe environment in which to work.**

### C. *JOB RELATED ACCIDENT PROCEDURES*

1. If you are injured in the course of carrying out your duties, notify your supervisor or another member of management immediately and request approval to get medical attention. (In the event of an extreme emergency, do not wait to notify management, go to the nearest hospital emergency room.)
2. Go to the nearest or most convenient medical facility shown on the "Panel of Physicians" listed on our large pink Georgia Poster. In other states, go to your nearest medical facility.
3. Complete a "Request for Drug & Alcohol Screening" form, available in the Forms Notebook and then have a drug and alcohol test conducted within 3 hours of the injury or accident.

### D. *MODIFIED DUTY*

If you are injured and the Physician determines you are able to return to work with certain limitations, you may be placed on modified duty. The Physician will outline the specific work restrictions and get them to the Company. The Company and the Physician will work together to determine if you can continue working under the required work restrictions.

Modified duty may mean simply doing what you normally do with certain limitations, or it may mean reassignment to other job duties that will fit the restrictions required by the Physician. During the time you are assigned to modified duty, your wages may differ from your normal wage. Please see the Company's Workers' Compensation Manager for specific wage information.

### E. *SEVERE WEATHER*

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence may be charged to PTO.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. Make sure that your notification information is up to date at all times. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

#### F. *DRUG FREE WORKPLACE POLICY*

The illegal or unauthorized possession, distribution, sale, purchase, solicitation for sale or purchase, knowing transportation or use of drugs, or being under the influence of such drugs, (including, but not limited to narcotics, depressants, stimulants, marijuana, hallucinogenic drugs, and/or prescription medication without a prescription), where admitted or verified, is prohibited by the Company. The Company expressly prohibits unlawful drug possession and usage by its employees or others in the workplace, or by its employees at any time while conducting Company business. The unauthorized possession or use of alcohol, or being under the influence of alcohol, is also prohibited while conducting Company business.

Being impaired or under the influence of legal or illegal drugs or alcohol away from Company premises when off duty, if such behavior adversely affects an employee's work performance, his or her own or others' safety at the workplace, or the Company's reputation, has an impact on important interests and responsibilities of the Company and may lead to disciplinary action, up to and including termination of employment, for poor work performance, unsafe work behavior, interference with Company operations, or discrediting the reputation of the Company.

To ensure employees are following these policies, the Company reserves the right, in their sole discretion and subject to applicable law, to conduct drug and alcohol testing within three hours of work injury, accident or illness and, when uniformly applied, may be required by the Company: (1) prior to hiring, as a condition of employment, (2) randomly, as part of an unannounced, random selection of employees being tested to assure safety or security policy compliance, and (3) for cause, when there is evidence of drug or alcohol use or possession in the workplace or elsewhere on-the-job.

Employees who (1) refuse to submit to workplace drug testing according to the above policy, (2) test positive for illegal or unauthorized drug or alcohol use, or (3) admit to unauthorized or illegal drug or alcohol use in the workplace or on-the-job, will not be allowed to perform any services for the Company, will not be employed, or if already employed, will be terminated immediately for gross misconduct. Non-employees on Company premises, if found to be in violation of this policy, will be asked to leave, and if they refuse, will be escorted from the Company's premises.

For safety reasons and to avoid damage and theft, the Company reserves the right to inspect any personal property or vehicles employees bring to the workplace, any property employees use at the workplace and any property employees take away from the workplace. Employees have no expectation of privacy. Any desk or other place where employees may keep personal items is subject to searches by the Company at any time without notice to the employee.

An appropriate Company representative may approve the serving of alcohol at a Company sponsored function. Employee participation is strictly voluntary, and employees will be held accountable for their behavior.

## V. MISCELLANEOUS WORKSITE POLICIES

### A. *NON-DISCLOSURE*

PARADIGM Labs, LLC takes the protection of confidential business information and trade secrets very seriously. To protect such information, employees may not disclose any confidential or proprietary information about the Company to any unauthorized individual.

#### **Confidential Information**

“Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences and personal information, patient information, billing processes, laboratory policies and procedures, client lists, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes any information considered to be the intellectual property of the Company. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with PARADIGM Labs, LLC and as a direct result of your job responsibilities with PARADIGM Labs, LLC.

#### **Inadvertent Disclosure**

The unintentional disclosure of Confidential Information can be just as harmful as intentional disclosure. To avoid this, never discuss with any unauthorized person any Confidential Information you may have about the Company. You should never discuss Confidential Information, even with authorized employees, if you are in the presence of others who are not authorized.

If you receive a request for Confidential Information, you should immediately refer the request to your supervisor. If you leave the Company, you may not disclose or misuse any Confidential Information.

The unauthorized disclosure of Confidential Information belonging to the Company may subject you to disciplinary action, up to and including termination of employment.

Questions regarding this policy should be directed to Catherine Wolfe, President.

### B. *THIRD-PARTY AUDITS AND/OR INVESTIGATIONS*

Because Paradigm operates in the healthcare industry, there may be times when third-party investigations and/or audits are conducted; however, due to the confidential nature of work at Paradigm, the contents of Company records or information otherwise obtained regarding business may not be disclosed to anyone, except where required for business purpose and/or by law, and then only to the extent authorized.

If you are questioned by a third-party, State or Federal agency, and are concerned about the appropriateness of providing certain information, it is important to note that you are not required to answer, nor should you, without the minimum representation of senior management. Instead, and as politely and professionally as possible, refer the request to your

senior management team. Senior management will then decide what information is authorized to be released and they will work with the third-party accordingly.

SENIOR MANAGEMENT CONTACT
Catherine Wolfe – President
(912) 222-2804
catherinew@paradigm.healthcare

*C. NON-COMPETITION AND CONFLICT OF INTEREST*

Employees may hold outside jobs as long as the employee meets the performance standards of their position with PARADIGM Labs, LLC.

Unless an alternative work schedule has been approved by PARADIGM Labs, LLC, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

PARADIGM Labs, LLC's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

*D. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)*

It is the Company's policy to comply fully with the HIPAA privacy requirements. The Company and Plan Sponsor shall only create or receive protected health information (PHI) for the following reasons:

1. Summary of health information for purposes of obtaining premium bids or modifying, amending, or termination the Group Health Plan.
2. Health Plan enrollment and cancellation information.

The Company shall not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against individuals for exercising their rights, filing a complaint, participating in an investigation, or opposing any improper practice under HIPAA. The Company shall not require an individual to waive his/her privacy rights under HIPAA as a condition of treatment, payment, enrollment, or eligibility. Any employee who believes that this policy has been violated should promptly contact Teamwork Services' Privacy Official at (912) 265-8500.

Any employee who discloses confidential health information will be subject to disciplinary action, up to and including possible termination of employment and legal action, even if he or she does not actually benefit from the disclosure information.

*E. EMPLOYEE CONDUCT AND WORK RULES*

To assure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

The following are examples of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate possession or removal of property
- Possession of any type of weapon on Company property
- Unauthorized access into co-employee records or items
- Falsification of any type of personnel record or Company report
- Working under the influence of alcohol or illegal drugs
- Insubordination or other disrespectful conduct
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephone (this includes personal calls, both local and long distance), mail system, internet, or other employer-owned equipment
- Demonstration of lack of courtesy towards co-employees, customers, or vendors
- Use of threatening, profane, or abusive language
- Speeding or reckless driving in company vehicle

We consider you a representative of the Company at all times, not just Monday through Friday. Each employee has a responsibility to uphold an acceptable standard of conduct outside the office, during and after work hours.

To ensure security to both the employee's and the Company's property, the Company has the right to search the property of any employee when necessary. This will be done only in extreme cases where the Company feels there is a threat to the Company, other employees, Company property, etc.

#### F. *FRATERNIZATION IN THE WORKPLACE*

The Company believes that a workplace where employees maintain boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, whether at a Company or client level, it does establish clear expectations as to how relationships will be treated during work hours and within the working environment. Individuals in supervisory relationships, or other influential roles, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to influence others. The following are guidelines and are not meant to be all-inclusive:

- Romantic relationships with client-employed co-workers are strongly discouraged and should be avoided at all times.
- During work time and in work areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended and so that productivity is maintained.
- During non-work time, such as lunches and breaks, employees are not prohibited from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
- Employees are strictly prohibited from engaging in physical contact beyond that which they would share with any other co-worker while on company/client premises, whether during working hours or not.
- Due to the high potential for favoritism or allegations of quid pro quo relations, romantic relationships between supervisors and subordinates are generally prohibited.



- Supervisors, managers, executives, or anyone else in sensitive or influential positions must disclose the existence of any relationship with another co-worker that has progressed beyond a friendship. Disclosure may be made to Human Resources. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved. The same applies for anyone who forms a romantic relationship with a client-employed co-worker.
  - Where problems or potential risks are identified, the Company will work with the parties involved to consider options for resolving conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.
  - In some cases, more significant measures may be necessary, such as transfer to other positions, departments, or locations.
- The provisions of this policy apply regardless of the sexual orientations of the parties involved.
- Any employee who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, should contact Human Resources.

#### G. SECURITY

PARADIGM Labs, LLC is committed to ensuring employees' security. The purpose of PARADIGM Labs, LLC's security policy is to protect Company assets and to maintain a safe working environment for all employees.

##### **Facility Access:**

All regular PARADIGM Labs, LLC employees will be issued a key to gain access to PARADIGM Labs, LLC facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

**Upon separation from PARADIGM Labs, LLC, and at any other time upon PARADIGM Labs, LLC's request, all keys must be returned to your supervisor.**

##### **Closing Procedures:**

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from their immediate supervisor.

Our premises are equipped with security alarms that are active outside working hours and a fire alarm system. If you have a security concern or need more information about operating these systems, contact your supervisor.



If you are given an ID card, it is the expectation that you wear your ID at all times while on Company business, whether you are on or off Company premises. If you leave PARADIGM Labs, LLC, you must surrender your ID and any company keys you have been issued.

#### H. *DRESS CODE*

The purpose of PARADIGM Labs, LLC's Dress Policy is to ensure safe and sanitary working conditions and that all employees present a professional image. During business hours or when representing PARADIGM Labs, LLC, employees are expected to dress and groom themselves according to the requirements of their positions. All employees must wear appropriate clothing, be well groomed, and observe high standards of personal hygiene. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

Professional attire for all business office employees and designated laboratory uniforms with Company name badges for all clinical personnel.

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work will be sent home to change their clothing. Questions regarding appropriate workplace attire should be directed to your supervisor.

#### I. *SOLICITATION AND DISTRIBUTION OF LITERATURE, GOODS, OR SERVICES*

All solicitation on company time or company property is prohibited. This includes any form of solicitation to patrons.

#### J. *ACCEPTING ENTERTAINMENT, GIFTS, FAVORS, AND GRATUITIES*

Acceptance of gifts of anything other than a minor amount or value (\$25.00) is prohibited. No employee shall solicit or accept any gift, gratuity, favor, etc., or any other item of monetary value that might appear to influence their judgment or conduct in the performance of their job.

#### K. *NO SMOKING/VAPING POLICY*

PARADIGM Labs, LLC provides a smoke-free environment for its employees, customers, and visitors. Smoking/vaping is prohibited throughout the workplace as well as the outside surrounding property. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

**Violation of this policy may result in disciplinary action up to and including termination of employment.**

#### L. *COMPANY PROPERTY*

You may not use any company property, including company vehicles, for personal purposes or remove any company property from the premises without prior written permission from your supervisor. Normal care should be used when handling company property including computer equipment or hardware and when performing required maintenance. Office areas should be kept neat and orderly, and all equipment should be well-maintained. Follow all operating instructions, safety standards, and guidelines. Report any broken or damaged equipment to your manager at once so that proper repairs can be made. The prompt reporting could also prevent injury to you or others. You may be held financially responsible or face disciplinary

action for any loss to Company property if you use or operate equipment improperly, carelessly, negligently, or unsafely, so if you have any questions about the maintenance and care of any workplace equipment, be sure to ask your supervisor.

At the end of employment, all company property must be returned immediately to a supervisor. This includes, but is not limited to, all materials that contain proprietary or confidential information, keys, credit cards, identification badges, computers, vehicles, communication devices, uniforms, and any other property otherwise belonging to or leased by PARADIGM Labs, LLC. If an employee refuses to or does not return Company property, legal action may be taken.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche, or electronic medium, belonging to the Company, its subsidiaries, affiliates, successors, or assigns, including without limitation, correspondence, reports, data, charts, notes, devices, specifications, drawings, customer lists, and any other item containing trade secret information or confidential information relating to PARADIGM Labs, LLC products, services, designs, formulas, developmental or experimental work, computer programs, databases, customers/clients, marketing strategies, business plans, financial information, and employee information. These items are the sole property of PARADIGM Labs, LLC.

#### *M. PERSONAL TELEPHONE USAGE*

To put forth our full effort and concentration into our work, employees may only receive emergency calls during work hours. The making or receiving of any other personal telephone calls are only permitted during scheduled breaks and lunch.

Personal cell phones and pagers are not permitted while working unless it has been determined by management to be necessary for your position. These devices may create a distraction and take away from the full effort and concentration on the job. If you need to keep your cell phone with you for emergency reasons, you are required to obtain prior authorization from your supervisor.

**Violation of this policy may result in disciplinary action up to and including termination of employment.**

#### *N. RECORDING DEVICES AND PRIVACY COMPLIANCE*

As discussed in previous sections in this handbook, such as in the Non-Disclosure and HIPAA policies, protection of privacy and maintaining confidentiality are extremely important aspects of our organization.

Due to the potential for issues such as invasion of privacy (employee, client, patients, and visitors to the workplace), sexual or other harassment, and protection of confidential and proprietary information and trade secrets, employees may not take, distribute, or post pictures, videos, or audio recordings while on working time. In order to protect the private information of our employees, clients, patients, and visitors to the workplace, employees also may not take pictures or make recordings of work areas. To the extent an employee wants to address a workplace issue, please communicate with your supervisor, another member of management, or Teamwork Services, Inc.

Employees found to be in violation of this policy may face disciplinary action, up to and including termination, depending on the circumstances.

## O. *USE OF COMPANY COMMUNICATION SYSTEMS*

The Communication and Information Systems at PARADIGM Labs, LLC should be used only for conducting company business. Communication systems include, but are not limited to, any handheld wireless device such as palm organizers, laptops and blackberries or more traditional devices such as phones, facsimile-machines, and mailing systems. Information systems include computers, internet/intranet networks and electronic mail.

Incidental, occasional, and infrequent use of the Company's communication and information systems for personal use is permitted as long as such use does not interfere with your work or the work of any other employee or with the computer's operations.

The communication and information systems of PARADIGM Labs, LLC may not be used for any illegal, unethical, destructive, or wasteful purpose. Employees should exercise care in personal use of any communication and information systems device and should not expect their use of personal information stored in these systems to be kept private.

### **Telephone Usage**

The telephone system (including voicemail) at PARADIGM Labs, LLC is the property of the Company and is provided for business purposes. To the extent permitted by law, PARADIGM Labs, LLC may periodically monitor the use of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the Company telephone system to be private. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

### **Internet/Intranet and E-mail Usage**

The use of the Company's information systems is subject to company policies applicable to traditional forms of communication. These include, but are not limited to, policies prohibiting discrimination, sexual harassment, solicitation, and use of company property and resources, disclosure of confidential information, misconduct, and profanity.

The electronic mail (e-mail) system is provided by the company to facilitate business activities within the organization. The hardware of the e-mail system is considered to be company property. All messages written, sent, or received remain company property and are not considered to be private property of any employee.

The information systems should not be used to upload (send) or download (receive) any trade secrets, proprietary information, copyrighted information, or any similar materials without prior authorization of company officials.

The Company's internet/intranet and e-mail systems must not be used to create disruptive or offensive messages. These may include, but are not limited to racial slurs, sexually implicative messages, or offensive comments about someone's age, disability, national origin, political or religious belief, sexual orientation, or national origin.

Accessing files, utilizing codes, or retrieving stored information is prohibited unless an employee has received prior authorization from management to conduct any such activity. Employees are also prohibited from gaining access to another employee's e-mail unless permission was granted to do so.

### **Unsolicited Messages**

PARADIGM Labs, LLC strictly prohibits the transmission of unsolicited e-mails or mass-messages of any kind. Spam (i.e., unsolicited commercial or bulk e-mails, mass and junk e-mails) will not be tolerated. The electronic mail system is reserved for Company business. It may not be used for personal solicitation or any other improper purposes.

### **General Computer and Software Usage**

It is the policy of the Company to respect all computer software copyrights and adhere to the terms of all software licenses to which the company is a party.

Employees may not duplicate any licensed software for their use unless the Company is expressly permitted to do so by an agreement with the licensor and with the approval of the employee's supervisor.

Only software purchased by PARADIGM Labs, LLC with the approval of the appropriate management may be used on Company computers. Employees are not permitted to bring software from home and load it on Company computers, unless: (1) such action is approved by the Company's management and technology department and (2) such use of the software is consistent with the terms of the software licensing agreements.

Use of the Company's communication and information systems constitutes consent to the Company's Communication and Information Systems policy.

### **P. PARKING**

PARADIGM Labs, LLC provides ample parking space for its employees in the building's parking lot. Employees may only park in open spaces or those designated for use by PARADIGM Labs, LLC. Vehicles parked in spaces designated for private use will be towed at the owner's expense. For those employees working offsite from the main laboratory, your parking area will be designated by the physician practice to which you are assigned.

### **Q. VISITORS IN THE WORKPLACE**

To ensure the safety and security of PARADIGM Labs, LLC and its employees, only authorized visitors are permitted on Company premises and in Company facilities. If you desire to have someone visit you at the workplace you must first obtain permission from your immediate supervisor.

### **R. TRAVEL AND EXPENSES**

From time-to-time employees are required to travel on behalf of the Company, and the Company will reimburse reasonable, business-related expenses related to travel; however, **all travel must be approved in advance by the employee's supervisor.** If an employee's travel is not approved in advance, expenditures from an unapproved trip will not be reimbursed.

Some expenses that may warrant reimbursement include, but are not limited to, the following: mileage cost, air or ground transportation costs, lodging, and meals used for the purpose of carrying out company business. If an employee must expense something out of the ordinary, that expense must be approved in advance by the employee's supervisor.

Employees must submit expense reports to their immediate supervisor for approval along with receipt copies for each expenditure. If approved, the expense report will then be forwarded to the Administrator for final approval.

Employees should reach out to their supervisor if they are uncertain about a particular expenditure or if they have questions regarding travel and/or expense reimbursement.

#### S. *LACTATION POLICY*

The Company will provide reasonable unpaid breaks each day to an employee who needs to express breast milk for her infant, up to one year from the child's birth. The break time will, if possible, run concurrently with any break times already provided to the employee.

To promote the practice of workplace breastfeeding, the Company will provide, when possible, the following:

- Flexible work schedules, including breaks to provide time for the expression of milk
- Access to locations, other than a restroom, that provide privacy
- Access to a clean, safe sink for washing hands and rinsing out breast-pumping equipment

The Company will comply with all federal and state laws regarding breastfeeding breaks or storage of breast milk in the workplace.

## VI. ADDITIONAL GUIDELINES FOR FIELD EMPLOYEES

The guidelines in this section are specific to those employees who work in the field; however, they are in addition to and not in lieu of all previous policies stated in this handbook.

#### A. *DRESS CODE*

Most often our field employees, such as our PLA's and Lab Techs, are the only interaction a patient will have with a representative of our Company. Because of this, first impressions are extremely important. A professional appearance and attitude are a requirement in this practice.

- Uniforms: are to be neat, ironed, and with no visible stains, rips, or tears. Scrubs should be a solid color and preferably a different color than the office staff.
- Shoes: closed-toed shoes or sneakers are required and socks should be worn. No other type of shoe is permitted.
- Hair: should be styled and pulled back away from the face with no strands dangling in front of or around the eyes. Hair must be within naturally-occurring color tones.
- Nails: should be no longer than  $\frac{1}{4}$  inch away from the tip of the finger. If polish is worn, it must be of a single, neutral color and it must be unchipped. Nails must be neatly manicured to an oval or square shape. Pointed and/or jagged nail tips are not permitted. Anything applied to the nail other than a single color of polish is not permitted. This includes but is not limited to appliques, wraps, rhinestones, etc.
- Perfume: many employees and patients may have sensitivity and/or allergic reactions to various fragrant products so perfumes should be kept to a minimum or not worn at all.
- Jewelry: Dangling bracelets and/or watches are not permitted. Stud or hoop earrings may be worn but cannot extend greater than 2 inches from the ear lobe and they must not present a safety hazard. No bracelet-style watches are permitted.
- Tattoos/facial piercings: tattoos and facial piercings must be covered at all times. Clear studs are acceptable.
- Your supervisor will communicate with you primarily via text message, but you must be discreet with your phone. Using your phone for personal calls, video chats, social media,

or other forms of entertainment are NOT allowed while on the clock or in the practice. No recording of patients or provider interactions is allowed due to HIPPA concerns.

**B. SEVERE WEATHER**

Field employees will be required to follow the severe weather policy mentioned earlier in this handbook; however, if the weather is severe enough for office closure, and the Provider practice you are assigned to does not respond to you within an hour of your normal opening time, you will be required to reach out to your Field Support Supervisor and copy the PLA Manager and Sales Rep.

**C. MEAL AND REST PERIODS**

All breaks and break schedules will be dictated by the Provider's practice in which you work.

**D. TIMEKEEPING & MISCELLANEOUS**

Under no circumstances should a PLA have a key to the Provider practice. PLA's should never be alone in the building without a staff person from the practice on site.

PLA employees must use a company laptop or work computer to clock in and out, unless special consideration and permission is granted by your supervisor.

## VII. EMPLOYEE ACKNOWLEDGEMENTS

### **Acknowledgement of Employment-At-Will Relationship**

I have entered into my employment relationship with PARADIGM Labs, LLC and Teamwork Services, Inc., voluntarily and for no specified length of employment. I ACKNOWLEDGE THESE PERSONNEL POLICIES ARE NOT A CONTRACT OF EMPLOYMENT AND MY EMPLOYMENT IS AT WILL, SO EITHER I OR MY EMPLOYER MAY TERMINATE MY EMPLOYMENT WITH OR WITHOUT CAUSE AT ANY TIME, AND WITHOUT ADVANCE NOTICE, PROCEDURE OR FORMALITY.

Employee Initials: \_\_\_\_\_

### **Acknowledgement about Medical Treatment, Modified Duty, and Designated Medical Provider Policy**

I understand the Employer has designated Medical Providers and my workers' compensation benefits may be reduced if I do not see a Designated Medical Provider for treatment of any work-related injury. I am familiar with the Accident Reporting Policy, and Modified Duty policy and understand the procedure to follow for work related injuries. I also understand work related injuries must be reported to the Employer immediately and to Teamwork Services, Inc. within 24 hours of the injury. If I do not report the injury within the time constraints, my workers' compensation benefits may be reduced.

Employee Initials: \_\_\_\_\_

### **Acknowledgement about Harassment, Sexual Harassment, Workplace Violence, and the Reporting Policy of Each**

I understand harassment in any form and violence in the workplace is a direct violation of the Company's policy and the Company will investigate all reported incidents of harassment, sexual harassment, and workplace violence. I understand substantiated incidents of this type will lead to disciplinary action up to and including immediate termination. I understand if I believe I have been the subject of harassment or sexual harassment or have been harmed by violence or threatened with violence, or have witnessed anyone else connected with the Company, experience or commit such conduct, I must promptly notify my immediate supervisor, the Employment Manager or the Operations Manager for Teamwork Services, Inc. Teamwork Services, Inc. will make every reasonable effort to preserve the confidentiality of all persons involved.

Employee Initials: \_\_\_\_\_

### **Acknowledgement about the Drug Free Workplace Policy**

I understand the Drug-Free Workplace policy and the drug testing policies contained within this policy. I understand if my performance indicates it is necessary, I will submit to a drug test and my failure to comply with a drug testing request, or a positive test result will result in discipline up to and including termination. I agree to comply with this policy.

Employee Initials: \_\_\_\_\_

**ACKNOWLEDGEMENT ABOUT THE HANDBOOK**

I hereby acknowledge that I have been through a review and have ongoing access to the employee handbook. I further state that I have read or have been given the opportunity to read this handbook and that I understand this handbook. I have also asked or been given the opportunity to ask any questions about the provisions of this handbook.

I specifically agree to be bound by the provisions of this handbook and I understand that failure to comply with any provision of this handbook or any other policy promulgated by my employer can be cause for any form of discipline, up to and including discharge, without any specified warning in advance. In this regard, I agree that any progressive discipline policies contained in this handbook are not required.

I acknowledge the right of my employer to modify, change, replace or cancel any and all of these policies at any time without need for consideration of any sort.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name