



**EMPLOYEE HANDBOOK**  
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## **WELCOME TO THE REVOLUTION**

Revolution Health & Wellness Clinic (the clinic) has prepared this handbook to provide you with an overview of the clinic's policies, benefits, and rules. It is intended to familiarize you with important information about the clinic, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that this booklet only highlights clinic policies, practices, and benefits for your personal understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies, benefits, and regulations governing the employees of the clinic, and is not intended to be an express or implied contract.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, Revolution Health & Wellness Clinic reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you.

No business is free from day-to-day problems, but we believe our personnel policies and practices will help resolve such problems. All of us must work together to make the clinic a viable, healthy, and profitable organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees and our clients. If any statements in this handbook are not clear to you, please contact the clinic manager or their designated representative for clarification. This handbook supersedes any and all prior policies, procedures, and handbooks of the clinic.

## **CLINIC PHILOSOPHY**

### **MISSION STATEMENT**

"Revolution Health & Wellness Clinic seeks to provide extraordinary medical care so that our patient's can live an extraordinary life. We will provide hope and solutions to our patients with a servant's heart recognizing that every interaction is an opportunity to influence them in fulfilling their life's purpose."

### **OPEN-DOOR POLICY**

In keeping with the clinic's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns and other issues, which are important to you. If, after talking

with your supervisor, you feel the need for additional discussion, you are encouraged to speak with the clinic owner.

The most important relationship you will develop at the clinic will be between you and your supervisor. However, should you need support from someone other than your supervisor, the entire management team, including the clinic owner, is committed to resolving your individual concerns in a timely and appropriate manner.

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the clinic to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The owner of the clinic and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the clinic owner. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including termination. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

### HARASSMENT POLICY

Revolution Health & Wellness Clinic will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the company will not be tolerated. It is the policy of the clinic that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including termination. The clinic also will not tolerate any such harassment of our employees by our clients or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, epithets, advances or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;

- The display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome comments about an individual's body;
- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same.

Employees must bring any violation of this policy to the immediate attention of their supervisor or the clinic owner. The clinic will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including termination.

## **WORKING AND COMPENSATION**

### EMPLOYMENT ON AN AT-WILL BASIS

All employees of the clinic, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the clinic at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of the clinic has any authority to enter into any agreement with any employee or applicant for employment on other than an at-will basis. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment, or any other document of the clinic shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

### ATTENDANCE AND REPORTING TO WORK

Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time at the scheduled start of the workday. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time.

The clinic depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the clinic. Absence from work for one day without properly notifying your supervisor will be considered a voluntary resignation.

If you **expect** to be absent from the job for an approved reason (e.g., paid time off or a leave of absence), you should notify your supervisor via PTO Request Form of your upcoming absence with two (2) weeks' notice. **Approval or denial of paid time off or unpaid leave will be at the discretion of your supervisor.** If you **unexpectedly** need to be absent from or late to work, you must notify your supervisor by phone call or text prior to the start of your scheduled workday that you will be late or absent and provide

the reason for that absence or tardiness. Failure to properly contact us will result in an unexcused absence for disciplinary purposes and may result in immediate termination. Your attendance record is a part of your overall performance rating.

Your attendance may be included during your review and may be considered for other disciplinary action up to and including termination.

Where possible, medical, dental, and other appointments should be scheduled around your assigned work hours; otherwise, they may be considered absences without pay if paid time off has already been used. If you are unable to schedule an appointment before or after your shift, you are required to talk to your supervisor to make special arrangements.

### WORKDAY HOURS AND SCHEDULING

The regularly scheduled workday is: Monday through Friday, 8:00 a.m. to 5:00 p.m. or at the discretion of the clinic owner. These start and end times are only guidelines, however, and employees are required to be present for work during the workday established for them by their supervisors, by their clinic manager or by the clinic owner.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your supervisor by phone call or call the office directly.

The clinic maintains the policy of remaining open during bad weather, unless the severity of conditions is deemed too hazardous by management. Employees should make every reasonable effort to get to work, or continue working if already in the office, unless otherwise notified. In the event we are forced to close, employees will receive a phone call from administration. If there are any questions, employees are urged to phone management. It is the responsibility of each employee to contact management in case of any doubt regarding clinic operations.

If the office decides to close after a shift has started, hourly employees will be paid for the time worked, or two hours minimum, whichever is greater.

Please note: Revolution Health and Wellness does not follow school cancellations. It is the employee's responsibility to prepare in advance so that proper arrangements for dependents and their transportation are made.

The clinic does not generally schedule rest periods or breaks, other than meal breaks, during the workday. If any employee requires a break, other than a meal break, in order to deal with personal issues it must be approved by their supervisor and will be unpaid (the employee must clock out and back in). For lunch or meals, our policy is:

- Employee meals will be 30-60 minutes and typically taken between the hours of 11:30 a.m. and 1:30 p.m.
- The meal period is unpaid.
- All employees are required to take a lunch break and no employee is authorized, without prior supervisory approval, to perform work during the lunch period.
- Mandatory lunch meetings or educational times will be paid lunches.

## PAY PERIOD AND PAY DAY

The clinic issues paychecks every other Friday twenty six (26) times each year. Pay periods start on Sunday morning and end on Saturday night. Therefore, every other Friday you will receive a paycheck for all hours worked in the pay period ending the previous Saturday night. All employees are encouraged to use direct deposit. Generally, your paycheck is deposited Friday morning and the timing of the availability of these funds will be dependent on your Bank. If a holiday falls on the Friday when checks would be dispersed then the check will be deposited on the Thursday prior to the holiday. Revolution Health and Wellness uses an authorized third party payroll institution and will not be responsible for payroll processing beyond our submission of hours and wages.

## PAY INCREASES

Pay increases are generally based on the following criterion: merit, productivity, quality of work, attendance, punctuality, business/economic conditions, work ethic, customer service and other factors. Pay increases are based upon employee evaluations; however, the clinic does not guarantee that each employee's performance evaluation will result in a pay increase.

## BONUSES

Bonuses are generally based on the same criterion as pay increases. The company does not guarantee bonuses or the amount of bonuses to any employee at any time, under any circumstances.

## HOLIDAYS

The clinic observes the following paid holidays:

- New Year's Day
- Christmas Day
- Thanksgiving Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day

Clinic closings around holidays, paid or unpaid, are at the discretion of administration. Any days closed surrounding holidays are unpaid, however, employees are welcome to utilize paid time off for those days.



## EMPLOYMENT CLASSIFICATIONS

Upon being hired by Revolution Health & Wellness Clinic, all new full-time and part-time employees must serve a 90 calendar day introductory period. It is especially important that you make your supervisor aware of any questions or problems you may encounter during this period. Your performance will be carefully monitored during this period and you will receive a performance evaluation at the end of the 90-day period. At the end of the introductory period, your performance will be reviewed, and if it has been satisfactory, you may become a Regular Full-Time or Regular Part-Time Employee. Satisfactory completion of the introductory period does not entitle you to employment for any specific term, but does entitle you to participation in many of the clinic's employee benefits programs.

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

1. Regular Full-Time Employees - An employee who has satisfactorily completed the introductory period and is scheduled to work an average of forty (40) hours per week on a regular and continuous basis.
2. Regular Part-Time Employees - An employee who has satisfactorily completed the introductory period and is usually scheduled to work less than an average of forty (40) hours per week but not less than ten (10) hours per week on a regular and continuous basis.
3. Temporary Employees - An employee whose services are anticipated to be of limited duration falls into this classification. Temporary employees are not eligible for participation in those employee benefits programs made available for the company Regular Full-Time and Regular Part-Time Employees

For payroll purposes, employees will be classified as one of the following:

1. Exempt Employees - Certain employees such as executives, managers, administrative, and supervisors may be paid on a salary basis for all hours worked each week. Certain other professionals may also be exempt, regardless of whether they are paid on a salary or hourly basis. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime premium pay will be paid to exempt employees in most circumstances.
2. Non-Exempt Employees - All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime premium pay.

## MAINTAINING YOUR PERSONNEL RECORDS

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

## PERSONNEL FILES

Employee personnel files are the property of the clinic, and do not belong to the employee. However, upon request, the clinic will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received.

## PERFORMANCE EVALUATIONS

Employees may have their job performance reviewed annually by either their supervisor or by the owner of the clinic in addition to the evaluation 90 days into the introductory period. Routine performance evaluations are performed every 90 days.

# **STANDARDS AND EXPECTATIONS FOR THE WORKPLACE**

## SAFETY

The clinic believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her supervisor in a timely manner.

### Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your supervisor immediately. If you have a question regarding the safety of your workplace and practices, ask your supervisor for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your supervisor. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

### Maintaining a Safe Worksite

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Properly lifting and lowering heavy objects.
- Inspecting equipment for defects before use.
- Keeping walkways clear of debris.
- Inspecting, cleaning, and or properly storing equipment after use.
- Following established safety rules.

### Using Safety Equipment

Where needed, the clinic provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination.

If you require safety equipment that has not been provided, contact your supervisor before performing the job duty for which you need the safety equipment.

### Reporting an Injury

Employees are required to report any injury, accident, or safety hazard immediately to their supervisor(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. Serious injuries must be reported on the injury or accident report form available in the office.

### CARE OF EQUIPMENT AND SUPPLIES

All employees are expected to take care of all equipment and supplies provided to them. You are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to your supervisor.

Neglect, theft, and/or destruction of the clinic's materials are grounds for disciplinary action, up to and including termination.

### SMOKING AT THE WORKPLACE

The clinic's policy is to provide tobacco-free environments for our employees, clients, and the general public. Tobacco use of any kind is prohibited inside our office and within 200 feet of any clinic entrance.

Employees are responsible for ensuring that their appearance is professional and free of tobacco odor and residue. No electronic or other nicotine devices will be visible on the premises.

Employees are also responsible to inform all those working on our job sites of this smoke-free policy, and report to their supervisor any violation of this policy.

### VIOLENCE AND WEAPONS

The company believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with your supervisor.

You are expected to immediately report to your supervisor any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including termination.

### DRUG-FREE WORKPLACE

The company does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while on duty, while on the clinic's premises or worksites, or while operating the clinic's equipment or vehicles. The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all because it promotes problems with safety, client service, productivity, and our ability to survive and prosper as a business. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

Prior to employment, each potential employee may be required undergo a drug test. The clinic may also require employees to take random drug tests during their employment with the clinic. A positive result on any such drug test is grounds for immediate termination.

**Your receipt of this policy statement and signature on the handbook acknowledgment form signify your agreement to comply with this policy.**

Any employee who is convicted of violating criminal drug statutes must notify the clinic owner or senior official of the clinic of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action up, to and including termination.

### RESPONDING TO CLIENT INQUIRIES AND PROBLEMS

At the clinic, patient satisfaction is the measure of our success. It is the responsibility of each employee, within reason, to interact with the patient to achieve this goal.

## APPEARANCE AND DRESS

To present a business-like, professional image to our clients, patients, and the public, all employees are required to wear appropriate clothing on the job.

Revolution Health & Wellness Clinic operates a country-club style dress policy. This means that we expect that all employees to dress in a neat manner appropriate to the work they are doing, the clients they are dealing with, and what is typical within Revolution Health & Wellness Clinic's culture and brand.

For the business (front) office, Country Club-style dress is appropriate. Employees should be neatly groomed and clothes should be clean and in good repair.

To maintain brand equity, employees involved in direct patient care will wear black scrubs that are provided by Revolution Health & Wellness. Black long-sleeved shirts may be worn under scrub tops or a solid black jacket may be worn. Revolution Health & Wellness Clinic will supply each full-time employee engaged in direct patient care with 3 sets of scrubs. These scrubs will be the property of the clinic and will be returned to the clinic upon termination of employment.

Employees involved with direct patient care must wear closed toe shoes that are clean and in good repair.

Jewelry, makeup, perfume and cologne should be in good taste. The only acceptable visible body piercing is 1 small nose stud and earrings. No ear gauges will be allowed. Visible tattoos must be in good taste and it is the clinic manager's discretion if they are allowed to be visible.

This is a general overview of appropriate attire. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional attire for work, please ask your supervisor or the clinic owner.

## CONFLICTS OF INTEREST

You should avoid external business, financial, or employment interests that conflict with the clinic's business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, client, or supplier.

Violations of this rule may lead to disciplinary action, up to and including termination.

## CODE OF ETHICAL CONDUCT

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your supervisor or the owner of the clinic if you have any questions.

Employees of the clinic should not solicit anything of value from any person or

organization with whom the clinic has a current or potential business relationship.

Employees of the clinic should not accept any item of value from any party in exchange for or in connection with a business transaction between the clinic and that other party.

Employees may accept items of incidental value (generally, no more than \$50) from clients, suppliers, or others as long as the gift is not given in response to solicitation on your part and as long as it implies no exchange for business purposes.

If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code of ethical conduct, notify your supervisor or the clinic owner.

Violations of this code may lead to disciplinary action, up to and including termination.

### SOLICITATION AND DISTRIBUTION

For the safety, convenience, and protection of all employees, the clinic has adopted the following rules concerning solicitation and the distribution of materials:

- The clinic prohibits solicitation and distribution of non-clinic materials on clinic property or at clinic jobsites.

### PERSONAL - CALLS, TEXT MESSAGES, EMAILS, VISITS, AND BUSINESS TRANSACTIONS

The clinic expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods.

Employees personal cell phones must be out of sight during the work day. The clinic's phones should be available to serve the clinic's clients & patients, and non-business use of the phones can hurt the clinic's business. A pattern of excessive personal phone calls, text messaging, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action, up to and including termination.

**Employees are not allowed under any circumstance to use the company email addresses for personal reasons.**

### BUSINESS EXPENSES

Employees may occasionally incur expenses on behalf of the clinic. The clinic will reimburse employees for typical business expenses, such as mileage (for example, when the clinic asks an employee to travel to a different jobsite greater than 10 miles from the business office during the workday) and certain job-related supplies or materials. The clinic will pay mileage reimbursements at the end of each month, upon receipt of the employee's mileage record. In order to be reimbursed for job-related supplies or materials, employees must deliver a receipt for the supplies or materials to the clinic's business office within 7 days of the purchase. Employees may also turn in such receipts by attaching them to the employee's weekly time sheet for the week in which the

employee made the purchase. All expenses incurred on behalf of the clinic by any employee must be prior approved by your supervisor or the clinic owner before the purchase is made.

#### INSPECTION OF PERSONAL AND CLINIC PROPERTY

The clinic's employees use the property and equipment the clinic owns and provides, and may also use the clinic's materials, information, and other supplies. While employees may decorate their office workspaces with their personal possessions (such as pictures, plants, and the like), employees must remember that property supplied by the clinic remains the property of the clinic. The clinic reserves the right to search any clinic property (e.g., personal computers, desks, lockers, or other storage areas) at any time. The clinic also reserves the right to inspect personal property (e.g., tool boxes, purses, briefcases) during the workday or as employees leave their worksites. Refusal to allow inspection may lead to disciplinary action, up to and including termination.

#### NETWORK AND ELECTRONIC RESOURCES POLICY

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines and internet access, are tools that the clinic provides its employees to assist them in their work. These Network and Electronic Resources and related access systems are proprietary clinic property and subject to review or access by the clinic at any time.

All employees who use the clinic's Network and Electronic Resources must follow the guidelines below:

1. Use Network and Electronic Resources for clinic business purposes only.
2. Messages and communications sent via the clinic's Network and Electronic Resources are subject to subpoena and access by persons outside the clinic and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
3. Text messaging is not a substitute for face-to-face communication. If you need to discuss an important issue or have a conflict with someone, it should be handled in person or over the telephone or e-mail if a meeting is not possible.
4. Remember that all of the clinic's policies, including but not limited to policies on Equal Employment Opportunity, Harassment, Confidentiality, Personal Conduct and Rules of Conduct, apply to the use of the clinic's Network and Electronic Resources. Employees must not review or forward sexually explicit, profane or otherwise unprofessional or unlawful material through the company's Network and Electronic Resources.

5. Passwords protecting the use of the clinic's Network and Electronic Resources are the clinic's property and will be assigned to employees as needed. Employees may not change passwords without the consent of their supervisor. Employees must notify the clinic owner of all passwords and encryption keys assigned to or used by them, and must notify their supervisor of any changes to such passwords or encryption keys.
6. Do not install any software or program on any clinic computer or other hardware without the express consent of your supervisor or the clinic owner.
7. The clinic expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.
8. Employees must not attempt to override or evade any program or measure installed by the clinic to protect the security or limit the use of its Network and Electronic Resources.

The clinic retains the right to review all communications conducted and data saved, reviewed or accessed via the clinic's Network and Electronic Resources, including clinic computers, e-mail and internet access. The clinic does not permit its non-management employees to access or use any company password, e-mail or internet access other than their own. Inappropriate use of Network and Electronic Resources may result in discipline, up to and including termination. Employees should be careful to safeguard their passwords, log off their terminals when not in use and not permit others to access clinic systems.

#### CONFIDENTIAL AND PROPRIETARY INFORMATION

The clinic considers its confidential and proprietary information, including the confidential and proprietary information of our patients, to be one of its most valuable assets. As a result, employees must carefully protect and must not disclose to any third party all confidential and proprietary information belonging to the clinic or its clients or patients. Such protected information includes, but is not limited to, the following: matters of a technical nature, such as computer software, product sources, product research and designs; and matters of a business nature, such as patient lists, patient contact information, associate information, on-site program and support materials, candidate and recruit lists and information, personnel information, placement information, pricing lists, training programs, contracts, sales reports, sales, financial and marketing data, systems, forms, methods, procedures, and analyses, and any other proprietary information, whether communicated orally or in documentary, computerized or other tangible form, concerning the company's or its clients' operations and business.

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work areas each day. During the workday, employees should not leave any sensitive information unguarded.



## RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct that must be followed in any organization to help a group of people work together effectively. The clinic expects each employee to present himself or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or termination may be necessary. It is within the clinic's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, the clinic reserves the right to discharge an employee at its discretion, with or without notice.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including termination, for a single offense:

1. Excessive absenteeism or tardiness.
2. Excessive personal phone calls, text messaging, personal visits, private business dealings and/or personal emails.
3. Dishonesty, including falsification of clinic-related documents, or misrepresentation of any fact.
4. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
5. Possession of, consumption of, or being under the influence of alcoholic beverages while on clinic or client premises or on clinic business.
6. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or unprescribed controlled substances.
7. Reporting for work with illegal drugs or unprescribed controlled substances in your body or on your person.
8. Failure to promptly report a workplace injury or accident involving any of the clinic's employees, clients, equipment, or property.
9. Willful neglect of safety practices, rules, and policies.
10. Speeding or reckless driving on clinic business.
11. Commission of a crime, or other conduct which may damage the reputation of clinic.
12. Use of profane language while on clinic business.

13. Stealing, misappropriating, or intentionally damaging property belonging to the clinic or its clients or employees.
14. Unauthorized use of the clinic's or its patients' name, logo, funds, equipment, vehicles, or property.
15. Insubordination, including failure to comply with any work assignments or instructions given by any clinic supervisor with the authority to do so.
16. Violation of the clinic's Equal Employment Opportunity Policy or its Harassment Policy.
17. Interference with the work performance of other employees.
18. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
19. Failure to maintain the confidentiality of trade secrets or other confidential information belonging to the clinic or its clients.
20. Failure to comply with the personnel policies and rules of the clinic.

#### RE-EMPLOYMENT

Former employees who are rehired and return to work within three months of their termination will not be required to go through another orientation period, unless the clinic deems it necessary. Former employees who are rehired and return to work more than three months after their termination will be rehired only as new employees and must complete a new orientation period. They will be considered new employees for any and all benefits. As a general rule, the company will not rehire former employees who:

- Were dismissed by the clinic
- Resigned without giving two weeks' notice
- Were dismissed for inability to perform job duties
- Had a poor attendance record

#### MOONLIGHTING

The clinic discourages our employees from taking additional outside employment. Work requirements for the clinic, including overtime, must take precedence over any outside employment.

The clinic will not permit any employee to take an outside job with a company in the same or related business as the clinic, or which is in any way a competitor of the clinic.

Employees are not permitted to work for any client of the clinic outside of the regular working hours as described above, without the express approval of the clinic owner or their designated representative.

## BENEFITS

### PAID TIME OFF

The clinic provides its full-time employees with paid time off (PTO) each year as a way to express our appreciation and a way to renew and refresh our employees. **Because our business is often seasonal, the clinic reserves the right to grant PTO at times that are most suitable for our business conditions and to limit PTO during our busy season.**

Full-time employees become eligible for twenty (20) hours of PTO after 6 months of continuous employment with the company. You may receive an additional 20 hours of PTO for a total of 40 hours of PTO per year. After 12 months of continuous employment, employees become eligible for forty (40) hours of PTO per year. The forty (40) hours of PTO begins in full on the employee's annual anniversary date every year. PTO is an all purpose time-off policy that combines vacation, personal time, and sick leave.

PTO may not be used for any activity in relation to seeking employment outside of Revolution.

PTO will be deducted by the hours of the work days missed. Monday through Friday will be deducted by eight (8) hours each day. It should be scheduled and approved by the company at least two weeks in advance. Part-time employees are not eligible for PTO. Any unused PTO may be carried over from anniversary date to anniversary date up to 80 hours.

### LEAVES OF ABSENCE

#### Personal Leave

The clinic may, at its discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as regular full-time employees of the company for 12 months.

The clinic may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a leave of absence, and the clinic may periodically require the employee to provide such supporting documentation on basis during the leave of absence. Prior to or upon an employee's return to work from a leave of absence, the clinic may also require the employee to provide documentation establishing the employee's ability to return to work.

The clinic reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 12 weeks. If an employee fails to return to work immediately after his or her leave of absence expires, the employee will be considered to have voluntarily resigned his or her position with the clinic.

Employees may continue their health insurance benefits while on a leave of absence by paying the full cost of the employee portion of their premium to remain covered each month during the leave. Employees who wish to continue their insurance coverage

should so advise the owner of the clinic before beginning their leave.

Leaves of absence will be without pay except that employees may be required to use any accrued sick leave or paid time off or during a leave of absence. While on a leave of absence, employees will not accrue additional paid time off or sick leave.

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee that the job will be available when the employee returns from a leave. The clinic will, however, make an effort to place you in your previous position or a comparable job which you are qualified to perform. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.

### Jury Leave

Exempt or non-exempt employees who are called for state jury duty will be granted time off without pay to perform this civic duty. Employees must notify their supervisors as soon as they learn they have been summoned as a state juror so that work arrangements can be made.

Exempt employees who are called for federal jury duty will be granted time off with pay to perform this civic duty. In order to be paid for jury leave, an employee must provide his or her supervisor with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty. The clinic will pay employees straight time for their regularly scheduled hours of work, minus the compensation they received from the court for their service as jurors.

An employee who is excused from jury duty prior to the end of a regularly scheduled workday must report for work for the remainder of that day, or otherwise notify his or her supervisor of his or her availability to work.

### Military Leave

The clinic will grant employees called into military service an unpaid leave of absence and reemployment rights as provided by the laws of the United States. Employees may use accrued paid time off during a military leave of absence, but are not required to do so.

## Acknowledgement of Receipt of Employee Handbook

I have received the current clinic employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by my supervisor or the clinic owner upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the clinic reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the clinic, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the clinic at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of the clinic has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, or any other documents of the clinic shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is the confidential property of the clinic and must be returned upon separation.

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Signature

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Date

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Employee Name: Printed