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I. Introduction

The Radiology Clinic was established in the 1940's by William D. Anderson, M.D. The Clinic moved to its present location at 208 McFarland Circle, North, Tuscaloosa, AL in July, 1992. Currently there are twenty+ physicians practicing in the group. On April 1, 2002, The Radiology Clinic, LLC assumed all practice operation and is your employer.

The overall personnel policy of The Radiology Clinic, LLC (Company, Clinic, or Employer) is based on the belief that qualified, dedicated employees, working in harmony with their co-workers, will provide the clinic doctors with the support they need in meeting the objective of delivering the best quality medical care to the patients of West Alabama. In return for this cooperation, the Clinic wishes to provide certain benefits to you, the employee, which are defined throughout the handbook.

The personnel policy is one of non-discrimination. This provides equal opportunity in treatment in employment to everyone.

This policy manual was developed to describe some of the expectations of our employees. It describes many of your responsibilities as an employee and outlines the programs developed by The Radiology Clinic, LLC to benefit employees. It will be periodically reviewed and updated, and applies to all non-physician employees. The Employer Reserves the right to alter, amend, or repeal all or any part of this manual at any time, orally or in writing.

II. Employment Laws

A. Equal Employment Opportunity

It is the policy of The Radiology Clinic, LLC (Clinic) to provide equal employment opportunities to all employees and applicants.

Discrimination based on age, sex, race, color, creed, national origin, religion, ancestry, protected genetic information, marital status, veteran status, physical or mental disability, or any other legally protected characteristic is strictly prohibited and will not be tolerated by the Clinic. Our commitment to equal employment opportunity is upheld through all aspects of employment, including hiring, recruitment, training, promoting, transferring, disciplining, demotions, compensation, and discharge.

The Clinic will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including hiring, recruitment, training, promoting, transferring, disciplining, demotions, compensation, and discharge.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate manager/supervisor, Human

Resources representatives, or other appropriate management personnel. In the event the immediate manager/supervisor is the source of the concern about discrimination prohibited under this policy, employees should bring these issues directly to Human Resources representatives. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination or retaliation against an employee reporting unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

B. Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities. It also provides for reasonable accommodations, when needed, for qualified applicants and employees with disabilities so that they may perform the essential job duties of the position, with or without a reasonable accommodation.

The Clinic's policy is to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is Clinic's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, compensation, advancement, discharge, or other terms, conditions and privileges of employment.

The Clinic will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Clinic. Contact your Manager and/or the Human Resource department with any questions or requests for accommodation.

C. Immigration Law Compliance

The Radiology Clinic is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Clinic within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chief Executive Officer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

III. Conduct and Work Place Policies

A. Sexual and Other Unlawful Harassment

The Clinic is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. The Radiology Clinic provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission or rejection of the conduct is used as a basis for making employment decisions; OR

- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Other forms of prohibited harassment:

In addition to inappropriate conduct based on sex, the conduct forbidden by this policy specifically includes, but is not limited to (a) epithets, slurs, negative stereotyping, kidding, teasing, joking or intimidating acts that are based on a person's protected status, and (b) written or electronic or graphic material circulated within the workplace that shows hostility toward a person or group because of a person's protected status or characteristic. This includes racial epithets, degrading comments about one's ethnicity or age or religion, or discrimination toward an individual because of that individual's race, color, religion, sex, national origin, ancestry, citizenship status (with regard to employment), age, physical or mental disability, genetic information, or military service.

How to Complain:

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to the Chief Executive Officer, Chief Operating Officer, Business Office Manager, Director of Clinical Support, or an HR representative. It is the responsibility of each employee who feels he/she has been sexually or unlawfully harassed by another employee, a patient or any other individual to report such incident immediately. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The individual alleging harassment (complaining party) will give his/her written statement to the investigator(s). The investigator(s) will then interview the complaining party. The alleged harasser (accused) will be asked to give a written response. The investigator(s) will then interview the accused. Witnesses, if any, will be interviewed by the investigator(s). If it is finally determined that the alleged conduct constitutes sexual harassment, the accused will be appropriately disciplined, based upon the facts of the incident. Depending upon the severity of the conduct and the frequency of the conduct, discipline may include termination. Equally serious is a false accusation of sexual harassment, and such a false accusation will result in appropriate disciplinary action against the complaining party, based upon the facts. When the investigation is completed, you will be informed of the outcome of the investigation.

Retaliatory action against any employee who charges sexual harassment or other unlawful harassment or any witness in an harassment allegation will not be tolerated.

This policy applies to all employees, including those with an express, written employment contract. Employees should use the same reporting procedures to report unlawful harassment by any third party on the Clinic's premises. The Clinic will not tolerate unlawful harassment of its employees from

any source and will take appropriate steps within its control to timely address any misconduct by third parties.

B. Workplace Safety

The Clinic provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board posting, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or bring them to the attention of their manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or remedy such situations, when appropriate, may be subject to disciplinary action, up to and including termination of employment.

In the cases of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate manager/supervisor. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

1. Evacuation Plan

Alarm:

- The signal for immediate evacuation of the Clinic will be the sounding of the fire alarm system integrated within the facility.
- When the signal is sounded, or if the lights on the emergency fire alarm system are observed, you will immediately report to your evacuation area which shall be the The Radiology Clinic sign in the front yard of the facility close to McFarland Circle. Consult the evacuation route posted in your area at least once a month. This plan shows the principal evacuation for your area and an alternative route, if needed. The plan also shows the area to which you are to report (The Radiology Clinic sign) after leaving the building. It is important that you go to this area, and no other, because a roll will be taken, and if you do not answer, a search of your area will be required. This exposes rescue personnel to the danger involved in entering the building.

Shutdown:

The following employees have accepted the assignment of emergency shutdown in their respective departments:

- Front Desk—Front Desk Supervisor and Front Desk Clerk
- Mammography—Mammography Supervisor and Radiology Technologist I
- General X-Ray and Fluoro—Fluoroscopy Supervisor and Fluoroscopy Tech I
- File Area and Reading Rooms—File Room Supervisor and Report Processor
- Nuclear Medicine—Nuclear Medicine Supervisor
- Pre-Cert—Pre-Cert Supervisor
- MRI and CT—MRI Supervisor and CT Supervisor
- Second Floor—Insurance Supervisor, Special Projects Coordinator, and AR Associate Manager
- Ultrasound—Ultrasound Supervisor
- 3rd Floor Supervisor

The following employees will be responsible for obtaining the fire extinguisher in their area:

- Upstairs door by elevator—Receptionist
- Upstairs by back door—Data Entry Associate Manager
- Upstairs in copy room—HR Manager
- Downstairs in hall by front desk—Front Desk Supervisor
- Downstairs by CT/MR/US—MRI Supervisor
- Downstairs by time clock—Nuclear Medicine Supervisor

Re-Entry:

Once the building is evacuated, no one is to re-enter the building for any reason. Rescue personnel are excluded from this rule. When the Fire Department or other responsible agency has notified us the building is safe for re-entry, then, you are to return to your work station.

Rescue:

The Rescue Team members, comprised of the following employees, are the only ones authorized to enter the building during the period of emergency.

- Chief Executive Officer
- Chief Operating Officer
- Any Radiologist on duty at the Clinic at the time of emergency

Immediately after the alarm is activated, the rescue team will meet at the front portico of the building. Any emergency rescue equipment will be taken to this locality by the Chief Executive Officer. No member of the rescue team will enter the building without first advising the Chief Executive Officer.

Reporting:

The following numbers will be posted at telephones having outside lines:

- Fire---349-1100
 - Police---349-2121
 - Sheriff---752-0616
 - Ambulance---911
 - For any emergency---911
- Please note that you may have to dial “9” for an outside line before dialing 911

Preferred Procedure:

- In the event of a fire of such proportion that it is obvious that portable fire extinguishers will not provide control, call the fire department directly. Immediately after placing the call, advise the operator on the second floor of the call, the location of the fire, and request the evacuation alarm to be activated (if the fire alarm has not already been activated). The switchboard operator will immediately notify the Chief Executive Officer, Chief Operating Officer, or any radiologist on duty.
- If there is a fire that appears controllable by using portable extinguishers, the department head will designate someone to call the operator on the second floor. The operator on the second floor will immediately notify The Chief Executive Officer or any radiologist on duty of the fire.
- Fire rescue should be called only at the request of the Chief Executive Officer, Chief Operating Officer, or any radiologist on duty at the facility at the time of the emergency.
- The person making the call for emergency service should be sure that, whenever possible, someone is at the entrance to the Clinic to guide emergency personnel to the exact location of the problem.

Fire Evacuation Plan for the Patient:

- Each technologist will be responsible for the exit of the patient or patients under their supervision (exam rooms, dressing rooms, or restrooms). Use the nearest exit to your work area, unless prohibited by an obstruction; in which case, an alternative route would be chosen.
- Immediately stop a procedure if an alarm is given, and exit patient according to instructions given above.
- Front desk personnel will be responsible for giving instructions to patients and visitors in waiting area, restrooms, elevator, and stairways. Collections Supervisor and Receptionist will be responsible for patients upstairs (including wheelchair patients that might be on the elevator).

Information:

If you require information concerning any part of the evacuation plan or of any other phase of our emergency procedures, contact the Chief Executive Officer or Chief Operating Officer.

C. Workplace Violence Prevention

The Clinic is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Clinic has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Clinic.

Conduct that threatens, intimidates, or coerces another employee, a patient, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by patients, vendors, solicitors, or other members of the public.

The Clinic will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Clinic may suspend employees, either with or without pay, pending investigation.

The Clinic encourages employees to bring their disputes or differences with other employees to the attention of their immediate supervisor or other appropriate member of management before the situation escalates into potential violence. The Clinic is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

1. Workplace Violence and Active Shooter Evacuation Plan

The Clinic is committed to providing a work environment that is as free as possible from all forms of workplace violence and disruptive behavior including actions, words, or comments that threaten or are reasonably threatening to an individual. The Radiology Clinic from time to time will provide training in workplace violence and evacuations in the case of an extreme situation such as an active shooter situation. The following is a partial list of workplace violence examples:

- Threatening words or gestures
- Physical assault
- Physical or extreme emotional intimidation, all forms of criminal, physical, violent events, using threatening or brandishing a weapon of any sort, including knives, guns, or other instrumentalities that could cause physical harm to a person.

How to complain?

If you experience or witness any form of physical violence or perceived physical violence, report it immediately to the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Business Office Manager, Director of Clinical Support or an HR representative. It is the responsibility of each employee who feels that he or she has been threatened by another employee, or a patient or any other individual, to report such incident immediately. You may raise concerns and make reports without fear of reprisal or retaliation.

All such allegations will be quickly and discretely investigated. To the extent possible your confidentiality and all of that of the witnesses and the alleged perpetrator will be protected against unnecessary disclosure. However, if there is any need for law enforcement involvement at any time, the Clinic specifically reserves the right to consult with, interview, bring in or have law enforcement come to the premises to aide in any investigation or even take over and conduct the investigation. Decisions regarding prosecution will be made in conjunction with the police, district attorney and the individual threatened or assaulted.

During the investigation, the alleged perpetrator will be asked to give a written response and the investigators will interview the accused, the victim, and any pertinent witnesses. If the result of the investigation is that it was workplace violence, the accused will be appropriately disciplined based on the facts of the incident and, depending on the severity of the conduct and the frequency of the conduct, if appropriate, discipline may include termination. Equally serious is a false allegation of workplace violence and such a false accusation will result in appropriate disciplinary action against the complaining party based upon the facts. Disclosure of the results of the investigation will be made to appropriate parties.

Retaliatory action against any employee who charges workplace violence or other unlawful such related activities or any witnesses in the allegation or investigation will not be tolerated. These policies apply to all employees even those with an express written employment contract.

Extreme violence:

If there is a physical altercation between a patient, or an employee or two patients or any combination of employees or patients or contractors within the building or invitees within the building, the police will be contacted as appropriate, and an immediate investigation shall be launched.

The primary goal of this policy is to identify, stop, defend and intervene in any workplace violence level to the extent that it is either threatened or immediate and actions by management to stem that process or involve law enforcement will be within the discretion of the Clinic.

Active Shooter Evacuation Plan

Notification:

The signal for immediate evacuation of the Clinic or the start of the “Run-Hide-Fight” Plan as described below will be an announcement over the intercom that an active shooter situation is present in the building. Clear plain language will be used and you will immediately based on the circumstances either evacuate the building and report to the evacuation area which shall be the Radiology Clinic sign in the front yard of the facility close to McFarland Circle, hide in a secure place or, and this is a personal decision, decide whether the best course of action is to ward off the intruder by some sort physical confrontation. This last action is a personal decision that each person must make based on the unique circumstances at the time of any confrontation.

The evacuation route should you choose to run would be the same as for the evacuation plan in the event of a fire. The plan shows principal evacuation for your area and an alternative route, if needed, because the primary route would place the evacuee in harm’s way. It is important that you go to the evacuation area and no other because a roll will be taken and if you do not answer a search of your area may be required. This exposes rescue personnel to the dangers involved in entering the building, whether it be Clinic employees or first responders or police.

Response of Employees:

The following employees have accepted the assignment of emergency shutdown in their respective departments:

- Front Desk—Front Desk Supervisor and Front Desk Clerk
- Mammography—Mammography Supervisor and Radiology Technologist I
- General X-Ray and Fluoro—Fluoroscopy Supervisor and Fluoroscopy Tech I
- File Area and Reading Rooms—File Room Supervisor and Report Processor
- Nuclear Medicine—Nuclear Medicine Supervisor
- Transcription—Transcription Supervisor
- MRI and CT—MRI Supervisor and CT Supervisor
- Second Floor—Insurance Supervisor and Special Projects Coordinator
- Ultrasound—Ultrasound Supervisor

Re-Entry:

Once the building is evacuated, no one is to re-enter the building for any reason. Rescue personnel are excluded from this rule. When the appropriate authorities (typically Tuscaloosa Police Department) or other responsible agency has notified us the building is safe for re-entry, then, you are to return to your work station.

Rescue:

The Rescue Team members, comprised of the following employees, are the only ones authorized to enter the building during the period of emergency.

- Chief Executive Officer
- Chief Operating Officer
- Any Radiologist on duty at the Clinic at the time of emergency

Immediately after the alarm is activated, the rescue team will meet at the front portico of the building. Any emergency rescue equipment will be taken to this locality by the Chief Executive Officer. No member of the rescue team will enter the building without first advising the Chief Executive Officer.

Reporting active shooter or any other emergency:

The following numbers will be posted at telephones having outside lines:

- Fire---349-1100
- Police---349-2121
- Ambulance---911
- Sheriff---752-0616
- For any emergency---911

Preferred Procedure:

In the event of any such active shooter call 911 immediately and announce the location of the shooter if known. If possible, advise the operator on the 2nd floor to make the general overhead announcement of a shooter in the building and the location. Cameras, if available, will be consulted for the location of the shooter and that will be communicated over the communications system.

Evacuation Plan for the Patients and Visitors:

- Each technologist will be responsible for the exit of the patient or patients under their supervision (exam rooms, dressing rooms, or restrooms), if at all possible. Use the safe exit if that chosen, or take the patient to the hiding area if that is the route that the employee has chosen to use. Obviously if the preferred exit route is prohibited by a hazard, then the alternative route would be chosen.
- Immediately stop a procedure if an alarm is given, and exit patient according to instructions given above.
- Front desk personnel will be responsible for giving instructions to patients and visitors in the waiting area, restrooms, elevator, and stairwells to the extent possible. Collections Supervisor and Receptionist will be responsible for patients upstairs (including wheelchair patients that might be on the elevator).

Information:

If you require information concerning any part of the evacuation plan or of any other phase of our emergency procedures, contact the Chief Executive Officer or Chief Operating Officer.

D. Firearms Policy

Weapons of any kind are prohibited within the Clinic facility.

The Clinic's policy regarding the possession of firearms in its facilities, while engaged in company business, in company-owned vehicles, and in employees' vehicles on company property is as follows:

- An employee may not carry, possess, or keep any firearm inside of any of Clinic's facilities.
- An employee may not carry, possess, or transport a firearm while engaged in Clinic's business, regardless of location.
- An employee may not carry, transport, store, or possess a firearm in a company-owned vehicle at any time.
- An employee may not carry, possess, or keep any firearm on company property, except in compliance with the requirements of paragraph 5 below. Any exceptions to Rules 1-4 above must be expressly approved, in writing, in advance, by the President of the Clinic. Requests for exceptions must be made in writing to the President of the Clinic, with a copy to the department of Human Resources.
- An employee may possess a legally-owned firearm in his or her privately owned motor vehicle while it is parked or operated in a parking area owned or controlled by the Clinic under the following circumstances:
 - The employee has a valid concealed weapon permit. This is the only circumstance under which possession of a pistol is permitted under this policy. if the firearm is not a pistol, and
 - it is legal for use for hunting in Alabama;
 - the employee possesses a valid Alabama hunting license;
 - the firearm is unloaded at all times on company property;
 - it is during the season in which hunting is permitted by Alabama law or regulation;
 - the employee has never been convicted of any crime of violence or domestic violence, as defined under applicable law, and is not subject to a domestic violence restraining order;
 - the employee has never been found guilty but mentally ill, not guilty by reason of insanity or metal disease or defect, or incompetent to stand trial, in a criminal case; has never asserted a defense of not guilty by reason of insanity or mental disease or defect in a criminal case; has never been found not guilty only by reason of lack of mental responsibility under the Uniform Code of Military Justice; has never required involuntary

inpatient treatment in a psychiatric hospital or similar treatment facility; has never required involuntary outpatient treatment in a psychiatric hospital or similar treatment facility based on a finding that they were an imminent danger to themselves or others; and has never required involuntary commitment to a psychiatric hospital or similar treatment facility for any reason, including drug use; adjudicated as mentally ill, insane, committed to a psychiatric hospital;

- the employee does not have any prior documented incidents of workplace threats or violence; and
- the weapon is kept out of sight in a locked vehicle.

If the Clinic reasonably believes that an employee poses a risk of harm to himself or others, the Clinic may inquire as to whether the employee possesses a firearm in his or her private motor vehicle which is parked on property owned or controlled by the Clinic. If the response to the inquiry is affirmative, the Clinic will take steps to determine whether or not the employee is in complete compliance with this policy, and may take action against an employee who is not in compliance with this policy.

E. Workplace Bullying

The Radiology Clinic will not, in any instance, tolerate bullying behavior exhibited by employees, including supervisors, managers, and executives. Employees found in violation of this policy will be disciplined, up to and including termination.

Definition:

The Clinic defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying behavior violates the Clinic's Code of Ethics, which clearly indicates that employees are to demonstrate a considerate, friendly and constructive attitude toward co-workers and supervisors.

Examples:

Bullying may be intentional or unintentional. When an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when administering discipline. As with sexual harassment, it is the perceived effect of bullying behavior on the targeted individual(s) that is important. The following are examples of behavior considered bullying as recognized by the Clinic. These are not all inclusive:

- Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

F. Drug and Alcohol Abuse

(See Complete Policy for details regarding drug screening and other provisions not included below.)

It is the Clinic's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Clinic's premises and while conducting business-related activities off the Clinic's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

If you plan to drink alcohol at an official or unofficial company function, limit your alcohol consumption to an amount well within the legal limits for driving a motor vehicle or arrange for a cab or designated driver.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their immediate manager/supervisor or an appropriate member of management to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take time off to participate in a rehabilitation or treatment program through the Clinic's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Clinic policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Clinic any undue hardship. The Clinic retains sole discretion to evaluate whether leave is appropriate based on facts and circumstances existing at the time the request is made.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise concerns with their immediate manager/supervisor or an appropriate member of management without fear of reprisal.

1. Drug and Alcohol Policy

The Radiology Clinic is firmly committed to the health and safety of our employees. The Clinic considers the influence of drugs and alcohol in the workplace to be detrimental to our employees and to the continued growth and future success of the Clinic. To further these objectives and to ensure compliance with state laws like the Alabama Drug Free Workplace Act and federal laws like the "Drug Free Workplace Act of 1988", the Clinic announces the following policy

Work Rules

The following work rules apply to all non-physician employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, are conducting Clinic business at an off-site location or are operating personal vehicle while conducting Clinic business, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or distributing an illegal drug (to include possessing, buying, selling or distribution of drug paraphernalia).
 - Being under the influence of alcohol or any illegal drug as defined in this policy.
 - Being impaired from the use of prescribed and/or over-the-counter drugs/medications
- Employees who use alcoholic beverages on the job, or report or return to work in an impaired state or under the influence of alcohol may be subject to immediate discharge
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Clinic business or on company property is prohibited.
- Clinic will not allow any employee to perform his/her duties while taking prescribed or over-the-counter drugs/medications, if such use impairs or prevents the employee from performing the duties of his/her job or poses a risk to the safety of employee, patients or other persons or property.
 - Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
 - Any Employee taking a prescribed or over-the-counter narcotic or drug that could impair the employee's performance should advise his/her supervisor and/or manager of its use.
 - The employee may remain on his/her job, or may be required to take a leave of absence or other appropriate action as determined by management.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

- Adherence to the Clinic's policy on drugs and alcohol is a condition of employment for all employees. All employees will be required to sign the attached acknowledgment form to consent to this policy.
- All employees must notify the Clinic of any criminal drug statute conviction for a violation arising out of conduct in the workplace within five days of such conviction.
- Managers and Supervisory employees are responsible for enforcing Clinic policies. The possession, distribution or use of illegal drugs or unauthorized controlled substances whether on or off duty impairs their ability to enforce these policies and may result in disciplinary action up to and including termination.
- Employees and Managers are responsible for reporting suspected violations of this Policy to the Billing Office Manager, the Director of Clinical Support, HR Department, the Chief Financial Officer, the Chief Operating Officer, the Chief Executive Officer, or a Physician.

Required Drug and Alcohol Testing

The Clinic retains the right to require that an employee undergo a blood test, urinalysis, "breathalyzer" test, saliva or hair test, and/or other diagnostic test under any of the following circumstances:

- Pre-employment: All applicants must pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.
- Reasonable suspicion: Employees are subject to testing based on observations by a supervisor/manager that there is reason to believe, in the opinion of the Clinic that an employee has reported to work or is on Clinic property in an impaired condition or with a measurable quantity of alcohol, drugs or narcotics in blood or urine.
- Post-accident: Employees are subject to testing after the occurrence of any work related accident that they caused or contributed to which results in serious damage to any vehicle, machinery, equipment or property and/or results in a serious injury to themselves, another employee, or other persons which requires off-site medical attention.
- Follow-up: Employees are subject to testing after returning from any leave over (3) weeks which was due to drug or alcohol abuse.
- Testing Procedure:
 - All drug screening including post-accident testing will be performed by an independent and highly reputable laboratory or health care provider that has been certified by the National Institute on Drug Abuse as qualified to perform drug testing under Federal workplace testing programs.
 - All positive test results will be subject to confirmation testing and post accident tests

may be subject to verification by a qualified Medical Review Officer designated by the testing lab. Employees will be required to sign a consent form authorizing the required medical and laboratory tests.

- Any attempts to unduly delay the giving of a sample or adulteration of any sample will result in immediate termination of employment.
- Employees will be paid for time spent in alcohol/drug test.

Searches:

- The Clinic reserves the right to inspect all portions of its premises for drugs, alcohol, and other contraband.
- When there is reason to believe, in the opinion of the Clinic, that an employee is impaired or under the influence of alcohol, drugs or narcotics, or is in the possession of any alcohol, drugs, narcotics or paraphernalia, intended for use or designed for use with non-prescribed controlled substances, the Clinic may request that the employee submit to a search by the Clinic representative of his/her person and/or property (including offices, lockers, desks, cabinets, closets and vehicles brought on to Clinic premises).

Discipline:

- Applicants who refuse to cooperate in a drug test or who test positive will not be hired.
- An employee who refuses to submit immediately upon request to a search of his/her person or property or to a blood test, urinalysis, "breathalyzer" test or other diagnostic test, or who otherwise is in violation of this policy is subject to disciplinary action, up to and including immediate dismissal.
- An employee who refuses immediately to submit to or cooperate with a blood or urine test after an accident forfeits his or her right to recover worker's compensation benefits under Alabama Code §-25-5-51 and unemployment compensation.

Confidentiality:

To the extent required by law, all information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential and maintained in secure files separate from normal personnel files.

Crimes Involving Drugs:

Clinic prohibits all employees from using, possessing, buying, selling, and manufacturing an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement

personnel shall be notified, as appropriate, when criminal activity is suspected.

Interpretations:

The Clinic property covered by this policy includes property of any nature owned, controlled or used by the Clinic including parking lots, offices, desks, lockers and vehicles. Nothing in this policy alters the fact that employees are at will employees, meaning that either the employee or the Clinic may terminate such employment with or without cause at any time for any reason. Neither this policy, nor any related policies practices, or guidelines are employment contracts or of any employee contract. Due to the nature of the Clinic's operations and the possible need to accommodate individual situations, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation.

The Clinic reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion, either in individual or Clinic-wide situations, with or without notice.

G. Tobacco-Free Policy

As a healthcare provider, Clinic believes a tobacco-free environment is an essential component to promoting health and safety for our patients, visitors, and employees. The use of tobacco products within the clinic or on the grounds of the Clinic campus is in direct conflict with our commitment to a healthy environment and promotion of a healthy lifestyle.

In keeping with community standards, regulating expectations and providing a tobacco-free environment for our patients, employees, visitors and all others who utilize our facilities, the following policy has been established.

This policy applies to all Clinic employees, volunteers, students, contract workers, vendors, patients and visitors.

Definitions:

- Tobacco: use of any cigarette (including electronic cigarettes, cigar or pipe), smokeless or other tobacco products.
- Employees: all Clinic employees while inside the Clinic facility or on adjacent and surrounding premises.
- Other persons: all Clinic patients, visitors, vendors, contractors, students and volunteers while inside the Clinic facility or on adjacent and surrounding premises.

The sale or use of tobacco by any person is prohibited in or on the Clinic buildings, grounds, parking lot, vehicles, and sidewalks adjacent to Clinic properties. It is the responsibility of every employee of Clinic to support and fully comply with the tobacco-free policy. Compliance with this policy is

expected, and employees who violate this policy will be subject to current disciplinary procedures under the Clinic policy.

H. Business Ethics and Conduct

The successful business operation and reputation of the Clinic are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Clinic is dependent upon our patients' trust and we are dedicated to preserving that trust. Employees owe a duty to the Clinic, its patients, and physicians to act in a way that will merit the continued trust and confidence of the public.

The Clinic will comply with all applicable laws and regulations and expects its Members and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgement, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor or manager and, if necessary, with the Human Resources representative for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Clinic employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

I. Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, The Clinic expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Clinic. Conduct that interferes with operations, brings discredit, or is offensive to patients and fellow employees shall not be tolerated.

The following procedures should be used to implement this policy:

- Employees shall always act in the Clinic's best interests, upholding the highest ethical standards. Employees should avoid any activity that may compromise or seem to compromise these interests.
- Employees shall refrain from engaging in any activity or practice in conflict with the interests of the Clinic or its patients. When an employee has a question concerning a conflict of interest, it is expected that he or she request advice from the Chief Executive Officer.

- All employees are expected to behave in a manner that is conducive to efficient patient care. Such conduct includes but is not limited to
 - Reporting to work on time and being at the work station ready for work at the assigned starting time.
 - Notifying the supervisor when the employee will be absent from work or is unable to report for work on time.
 - Complying with all safety and health regulations.
 - Performing assigned job duties efficiently.
 - Eating meals only during meal periods and only in designated areas.
 - Maintaining a work area that is clean and orderly.
 - Treating all patients and visitors who are guests of the Clinic courteously and with utmost respect.
 - Discharging the employee's financial obligations promptly so that creditors will not ask the Clinic for assistance in collecting amounts owed them.
 - Treating all patient records and information with confidentiality.

J. Dishonesty

The Clinic recognizes the importance of credibility, integrity, and trustworthiness to our success as a business. Therefore, we are committed to the principles of honesty and truthfulness. The Clinic will not intentionally communicate any information that is false or deliberately misleading, and expects the same from its employees.

The following acts are strictly prohibited: acts of dishonesty, fraud, and theft, as well as falsifying employment applications, time cards, personnel information, or other Company documents or records. *Note:* This list is not intended to be all-inclusive or comprehensive but merely illustrative.

Depending on the nature, seriousness, and severity of the dishonest act, an employee who violates this policy is subject to disciplinary action up to and including immediate termination.

K. You and the Patient

The purpose of our organization is to provide the best medical care possible for our patients. It is important to be cheerful, pleasant, helpful and considerate of each patient's request. We should never convey our own personal feelings to the patients or discuss them in public at any time. Every effort should be made to give each patient all the preferential treatment possible.

The patient's medical record is confidential and must not be read or discussed by any employee unless it pertains to his or her specific job responsibility. When a discussion is necessary, it should be held in a quiet and confidential manner. All employees are expected to comply with the provisions of the HealthCare Insurance Portability and Accountability Act of 1996 (HIPAA).

Everyone should be conscious of noise and the employee's part in it. Unnecessary talking and inappropriate noises are distracting, both to co-workers and our patients. Avoid loud talking and conversation with fellow workers. If you must discuss a patient's history in the presence of other patients, do so in a discreet and confidential manner. The best policy is to refer any request for medical information to a radiologist working at the Clinic at the time or to the referring physician's office involved.

The primary and paramount responsibility of all Clinic employees is to provide service to each referring physician's staff and patients.

A favorable impression of the Clinic by the patient is extremely important and is the primary step in the formation of the patient's confidence. An unfavorable impression can render it almost impossible to inspire confidence by excellent professional care later. It should be understood that many of the patients visiting the Clinic are under stress, and most people respond favorably to courtesy and consideration on your part. Treatment can be more effective and our jobs made easier by maintaining a friendly relationship at all times.

Greet patients in a friendly, courteous manner. Patients are entitled to your most pleasant disposition.

Answer questions directly and to the best of your ability. If you do not have the correct information yourself, or are unable to satisfy the patient, refer the patient to the Director of Clinical Support or the Chief Operating Officer.

L. Non-Disclosure (Confidentiality)

Because the Clinic is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), it is vital that the Protected Health Information (PHI) of Clinic's patients is not shared with anyone other than on a need to know basis. This includes oral, paper or electronic form. Consult with your supervisor, manager, or Clinic's privacy officer if you are unsure if disclosure is in violation of the HIPAA law.

The protection of confidential business information is also vital to the interests and the success of The Radiology Clinic.

Employees may not disclose the following:

- Patient personal and medical information (PHI) either oral, paper or electronic
- Co-Worker personal and medical information
- Confidential Clinic financial data, or other non-public proprietary Clinic information
- Confidential information regarding Clinic's business partners or vendors, as well as Clinic patients, as mentioned above.

All employees will be required to sign a non-disclosure (confidentiality agreement) agreement as a condition of employment. Employees who improperly use or disclose any information listed above will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not directly benefit from the disclosed information.

M. Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Clinic wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your manager for more information or questions about conflict of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Clinic. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the outside firm, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Clinic's business dealings. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases with outside firms with whom a relationship described in this policy exists, it is imperative that they disclose to an officer of the Clinic as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Clinic does business, but also when an employee or relative receives any kickback, bribe, substantial gift, commission or special consideration as a result of any transaction or business dealings involving the Clinic.

In addition, while the Clinic does not discourage moonlighting outside of any employee's normal working hours, secondary employment may not interfere, or cause conflict with, scheduled work time or performance expectations at the Clinic.

N. Attendance and Punctuality Policy

Work Hours

The Clinic is open Monday-Friday from 7 AM to 7 PM, and 8 AM to 12 PM on Saturdays. These hours of operation require many employees to work varying schedules during the week and on Saturdays. The Business Office hours are Monday-Friday from 8 AM to 5 PM.

The Clinic will generally be closed on Saturday when a holiday is observed on Friday or Monday.

Holiday closings and hours of operation on days preceding and immediately following holidays are at the discretion of the Chief Executive Officer, with direction from the Board of Directors, and are subject to change without notice.

Work schedules are established by the Director of Clinical Support, Chief Operating Officer, the Business Office Manager, and the Chief Financial Officer at the direction of the Chief Executive Officer. Supervisors, at the direction of the Director of Clinical Support, the Chief Operating Officer, the Business Office Manager, and the Chief Financial Officer will assign schedules within their respective departments. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Absence/Tardiness

Definition of absence. An employee is absent when he/she fails to report for and remain at work as scheduled. Lateness (tardiness) is a short absence at the beginning of the workday. Leaving early, even with permission, before the shift ends, is also an absence. Absence, then, includes all time lost from the work schedule, whether avoidable or unavoidable, voluntary or involuntary.

Employees are expected to be punctual in reporting to work. Attendance on time every day is an essential function of every job at the Clinic. Irregular attendance and tardiness places a burden on other employees and on the Clinic.

If an employee will be late for or absent from work because of illness or other personal circumstances, the employee must personally contact his or her direct supervisor/manager as far in advance as possible prior to the beginning of work schedule. If advance notification of tardiness is impossible, the matter must be discussed with the employee's supervisor as soon as he or she arrives at work. Failure to report an absence (no call/no show) or a pattern of failure to timely report absences in advance to the employee's direct supervisor/manager are serious offenses and may subject an employee to immediate termination.

Excessive absences and tardiness, even when properly reported, may also be grounds for discipline or dismissal. Unsatisfactory attendance will have an adverse effect on any promotional considerations. “Excessive” is defined as more than 10 sick days in one year involving no FMLA leave request and consistently taking all accrued vacation (on an unscheduled basis) prior to the next accrual period (monthly).

The Clinic’s success is based on the daily contributions of all employees. Absenteeism or tardiness interferes with employee contributions and can lead to disciplinary action up to and including termination of employment.

O. Personal Appearance/Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Clinic presents to patients and visitors.

During business hours or when representing the Clinic, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with patients or visitors in person.

Department supervisors and managers are responsible for monitoring and enforcing the personal appearance/dress code policy. If an employee’s appearance is questionable, the supervisor/manager will hold a private discussion with the employee regarding the inappropriateness. If your supervisor/manager feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you may not be compensated for the time away from work, depending on your exempt/nonexempt status. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

Where necessary, a reasonable accommodation may be made for a person with a disability or a religious or ethnic obligation. However, requests for accommodation must be made prior to violating this policy and must be directed to a Human Resources representative.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed. These guidelines are not intended to single out any one individual or groups of individuals, and will be applied consistently. These guidelines are not all inclusive.

Basic guidelines:

- Tank tops, tube or halter tops, tops not covering midriff, excessively tight clothing, inappropriate t-shirts, shorts or hipster slacks may not be worn under any circumstances.
- Attire must be neat, clean, and wrinkle free
- Shoulders must be covered.

- No visible cleavage.
- Skirts must be knee length.
- Leggings are appropriate if worn with attire that is knee length.
- No sweat pants, yoga pants, or other gym-like pants.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste. Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Perfume, cologne, and after shave lotions should be used sparingly or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry such as eyebrow rings, nose rings, lip rings, and tongue studs are not professionally appropriate and must not be worn during business hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible tattoos and similar body markings must be covered during business hours.

TECHNOLOGISTS, FILE ROOM, TRANSCRIPTION, SCHEDULING

Traditional uniforms and scrubs may be worn in the Clinical area of the practice. Attire must be neat, clean, and wrinkle free.

- Uniforms consist of the two-piece same color, uniform pants and nice blouse, heavy cotton crew, or knit shirt (not like a man's undershirt), or Radiology Clinic logo cotton or knit shirts. Holiday type shirts may be worn on specific holidays with the approval of Chief Operating Officer.
- No sleeveless shirts in the Clinical area
- Tennis shoes, athletic shoes, or other appropriate support shoes that are clean, preferably white.

BUSINESS OFFICE (including Front Desk):

- Attire must be neat, clean, and wrinkle free
- No sleeveless attire at Front Desk
- No blue jeans (All other solid color jeans are acceptable.)
- No gym-like shorts or blue jean shorts.
- Keds and Keds-type casual shoes may be worn.
- Athletic Shoes in appropriate color
- Appropriate sandals (no rubber flip-flops)
- Radiology Clinic logo cotton and knit shirts as appropriate
- Holiday type shirts may be worn on specific holidays with approval of the Business Office Manager and Chief Financial Officer.

P. Clinic Communication Systems

1. Software

Use of software and business equipment for private purposes is forbidden unless expressly permitted by a designated manager.

To prevent spreading viruses, violating licensing agreements, etc., employees are prohibited from installing any software, including computer games on Clinic owned computers without management's consent.

No sharing of software. Software permitted to be installed on only one computer may only be installed on that one computer. Multi-use software licenses may be installed only on the number of computers for which the license was purchased.

2. Passwords and Access

Assigned personal passwords should be held in strictest confidence. Passwords are changed periodically in order to maintain security.

Employees may not access any information from any Clinic system unless employee is authorized to

do so in the course of job related duties or expressly permitted by a member of management and only on a need-to-know basis.

3. Social Networking Policy

The Clinic understands that some employees, on their personal time and their own personal computers, may maintain Web logs (or "blogs"), post to social networking sites such as MySpace, Facebook, LinkedIn, Snapchat, Instagram or Twitter, or sites such as YouTube or belong to discussion forums, news groups or email distribution lists. While Clinic respects its employees' interest in personal expression, you(employee) must understand that 1) you are personally liable for all communications and information you publish online, and 2) these postings have nearly unlimited communication potential and, unless the creator restricts access, they may be accessed by anyone around the world with access to the Internet. Even efforts to restrict access can fail.

To protect Clinic's interests, we expect that employees who maintain personal blogs or contribute postings on the internet will abide by the following guidelines:

- Clinic Equipment, including computers and electronic systems, are not to be used for these purposes during work time.
- Employees may not spend any amount of their work time posting to such blogs or websites. In no event shall anybody post to such blogs or websites in patient care areas, such as but not limited to: waiting areas, front desk, patient examination rooms, portions of the 2nd or 3rd floor where patients may come or any other portion of the building where it is possible for patients to be present.
- You may not disclose confidential financial data about the Clinic or other non-public proprietary Clinic information. Do not share confidential information regarding business partners, vendors, or patients.
- Under no circumstances should patient PHI (Protected Health Information) be disclosed, including PHI of fellow co-workers.
- You may not post any pictures and/or videos where patients' PHI is visible or identifiable, especially pictures of patients, patients' films, patients' reports, or pictures with patients in the background.
 - Descriptions or discussions about a patient or patient case on social media can violate the patient's privacy, even if there is no mention of names or other identifiable PHI and no harm is intended. Even if the patient's name, birthdate, or address isn't mentioned, any post identifying any specific detail about his/her visit to The Radiology Clinic can be PERCEIVED as a violation of the patient's privacy. Even acts of kindness could have unintended consequences. For example, communicating through social media with a patient to check on him/her after an exam could amount to a privacy violation.

- “Friending” or “following” patients on social media sites can also violate HIPAA. If a patient “tags” you in a picture relating to his visit to The Radiology Clinic, remove the tag to keep it off of your page. Do not participate in any online communication with patients, including answering any questions from patients.
- You may not make discriminatory, harassing, defamatory, libelous or slanderous comments when discussing co-workers, Clinic’s vendors or competitors.
- You should have no expectation of privacy for any of your postings.
- Retaliation against any employee for reporting any misconduct associated with this policy or co-operating in any investigation is strictly prohibited.

4. Internet

Valid internet usages within the Clinic during work time hours include, but are not limited to: Web pages for clinical information or history for patients; securing precertification authorization for patients; communication with insurance companies such as Medicare, Blue Cross & Blue Shield, Medicaid, commercial carriers, etc.; white pages and yellow pages lookup.

Invalid internet usage includes but is not limited to: Facebook, MySpace, Instagram, Tumblr, Twitter, LinkedIn or any similar social media, personal web blogs. No games or puzzles are permitted on your workstation computer during working hours.

5. Email

Email correspondence is appropriate during work time hours if it is required in the course of your job duties and assignments.

Email transmissions are Clinic Property; therefore, employees should have no expectation of privacy. All email is subject to review by management. Employees’ use of the email system grants consent to review all email messages. Clinic reserves the right to override any individual password in order to ensure compliance with Clinic policies

Personal emails are discouraged and should be kept to a minimum or forwarded to your home email for opening. Personal use of email should not interfere or conflict with business use. Employees should exercise discretion when using the Clinic email system for personal use since these messages will be treated the same as other business messages (property of the Clinic and no expectation of privacy, etc.).

Email should be treated as formal documents with proper business standards being followed in the event that they could be read by a third party. Foul, inappropriate, or offensive language is prohibited.

Unsolicited email should never be opened or any email with an unexpected or unidentified

attachment. Employees who suspect that they have opened or sent a virus should contact the network administrator immediately to prevent further damage to the Clinic's computer resources.

Misuse of email can result in disciplinary action, up to and including termination. Any message that would violate Clinic's code of ethics, code of conduct, confidentiality, and harassment policies, as well as other policies, would be a misuse of email.

6. Cell Phones

The proliferation of cell phones and the numerous functions that they can perform now necessitate a broader cell phone policy than in the past. While in the Clinic all cell phones should be turned off or put in vibrate mode. Permissible designated areas for personal cell phone conversations are the break rooms on the first and second floor or outside. Other areas of the building and the circumstances for personal cell phone usage are at the discretion of management. Except in emergency, calls should be checked and returned during break, before or after work, or at lunch. Prohibited use of the cell phone includes calling, as well as text messaging or other uses of the cell phone.

There will be times where it is necessary for a family member or other person to get in touch with you at work. The preferred route is for the phone number 345-7000. However in an emergency, if the cell phone is necessary, you may take that call in a discrete manner.

- In no event should calls or texts be taken or initiated in the presence of patients.
- A cell phone should never be used when driving the company vehicle or in your personal vehicle when you are on company business.
- Access on personal devices of any of the above is not permitted during work time except for individuals involved in direct patient care. Those individuals may use cell phones at their discretion subject to conditions above.
- A manager's duties are separate from their co-workers. They are here to make sure that the work is getting done in a timely and efficient manner; that the departments have the staff to do the work; and they are always available when needed. This may necessitate the use of cell phones. "Managers" refer to the following job titles: Chief Executive Officer, Chief Financial Officer, Business Office Manager, Chief Operating Officer, Human Resources Manager, Director of Provider Relations, Chief Technology Officer, IT Manager, and Director of Clinical Support.

7. Clinic Instant Messaging System

Instant messaging within the Clinic is for Business purposes only, not for chit chat among employees. The instant messaging system, as with the other Clinic communication systems, is subject to

monitoring by management, and employees should have no expectation of privacy.

8. Telephone and Postage Systems

The telephone system is the property of the Clinic, and there should be no expectation of privacy. Personal phone calls should be kept to a minimum. Personal long distance and toll calls are not permitted, unless authorized by management in cases of extenuating circumstances. In addition, personal calls are not permitted to be received on the Clinic 800#. All telephone calls are subject to monitoring by the Clinic.

The use of the Clinic's postage system for personal correspondence is not permitted.

9. News Media

Employees should not speak with the news media on the Clinic's behalf. These requests should be referred to the Chief Executive Officer.

10. Other:

Personal reading at your workstation or desk or in your department is not permitted during work time. Those materials should be read at break or on lunch. However, work related materials, such as journals, magazines or other similar readings can be performed during work hours if your workload so allows.

While these policies in general apply to all employees, there may be exceptions for supervisors or managers, but those exceptions should be held to an absolute minimum.

Q. Progressive Discipline Policy

The purpose of this policy is to state the Clinic's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision of all employment.

The Clinic's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Clinic is based on mutual consent and both the employee and the Clinic have the right to terminate employment at will, with or without cause or advance notice, the Clinic may use progressive discipline at its discretion.

Upon violation of any work policy or procedure, the following procedures may be followed, subject and subordinate to Employee's status as an employee at will:

- First Violation—Oral Warning;
- Second Violation (whether or not related to first violation)—Written Response;
- Third Violation (whether or not related to prior violation)—Suspension without pay for one week;
- Fourth Violation (whether or not related to prior violation)—Termination.

The above procedures are for those violations deemed minor or of an administrative nature by the Director of Clinical Support, Chief Operating Officer, Chief Executive Officer, or President. For those violations deemed major such as, but not limited to, theft, dishonesty, or fraud on an employment application, the Chief Executive Officer, or President may immediately terminate the employee. The above progressive disciplinary action is designed to provide for rehabilitative behavior, and in no way is it to be construed to proscribe, limit, eliminate, or alter the employment- at- will relationship established between the Clinic and the employee.

The Clinic and employees recognize that there are certain types of employee problems and behavior that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without initiating the usual progressive discipline steps. The Clinic reserves the right to forego the progressive discipline steps.

By using progressive discipline, we hope that most employee problems and inappropriate behavior would be corrected at an early stage, benefiting both the employee and the Clinic.

Any grievances, complaints, or concerns regarding established rules of conduct, policies, or practices must be submitted in writing to the Chief Executive Officer. No employee will be penalized, formally or informally, for voicing a complaint with the Clinic in a reasonable and business-like manner.

IV. Employment

A. Probationary Period

An employee's first ninety (90) days of employment are on a trial basis and are considered a continuation of the employment selection process. The ninety (90) day probationary period provides the Clinic an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and

evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors (and where applicable, vendors or patients.)

During this probationary period, the Clinic may terminate employment immediately, with or without cause and with or without notice. Likewise, the employee may also terminate his or her employment with the Clinic at any time, with or without notice and with or without cause. The Clinic may also extend an employee's probationary period where warranted.

This policy applies not only to new employees, but also for employees who are promoted or transferred into a new position at the Clinic.

The completion of the probationary period only changes an employee's status from probationary to regular. This 90 day probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between the Clinic and the employee.

B. Employment Categories

It is the intent of the Clinic to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specific period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Clinic.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

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

- Full-time employees are those who are not in a temporary status and who are regularly scheduled to work a minimum of 37.5 hours per week. Generally, these employees are eligible for the Clinic's benefit package, subject to terms, conditions, and limitations of each benefit program.
- Part-time with benefits employees are those who are not in a temporary status and who are regularly scheduled to work a minimum of 30 (thirty) hours per week. Generally, these employees are eligible for the Clinic's benefit package, subject to terms, conditions, and limitations of each benefit program. Full-Time employees desiring to move to this category should submit a request in writing to the Chief Executive Officer. Requests are granted only at the discretion of the Chief Executive Officer. Generally, Part-Time employees are not permitted to regain Full-Time status without special circumstances, and only at the discretion of the Chief Executive Officer.

- Part-time employees are those who are regularly scheduled to work less than 30 (thirty) hours per week. While these employees do receive all legally mandated benefits (such as Social Security and worker's compensation), they are eligible only for the employer sponsored retirement plan, provided they meet the qualifications for participation provided in Plan documents. Part-time employees will be limited to a maximum of 29 hours per week unless unusual circumstances occasionally warrant. This will include all student employees and business interns, if any.
- Temporary employees are those who work to fill a temporary need of the Clinic (Not employees of an Employment Agency). While they do receive all legally mandated benefits (such as Social Security and worker's compensation), they are eligible only for the employer sponsored retirement plan, provided they meet the qualifications for participation provided in Plan documents. If these employees have consistently been scheduled to work 37.5 hours or more per week, they may be entitled to Holiday pay at the Clinic's discretion.

C. Licensed, Registered, or Certified Employees

All Radiology Technologists employed by the Clinic must have an initial status of RT(Registered Technologist). This is obtained by passing the registry of ARRT. In addition, all MRI, CT, US, Mammography and Nuclear Medicine technologists must obtain additional registries for employment in those areas. It will be the responsibility of the employee to obtain the necessary educational requirements to maintain the designated registry status.

If employee allows credentials to lapse, he/she will be subject to disciplinary action, up to and including termination of employment.

D. Personnel Files

The Clinic keeps certain records relating to an employee's employment in a personnel file. The documents contained within that file are the property of the Clinic and must be maintained for government and Clinic record-keeping purposes.

The following items will be kept in employees' personnel files:

- employment application and résumé
- reference checks
- job descriptions
- records related to hiring, promotion, demotion, transfer, layoff, compensation, training, educational achievement, etc.

- letters of recognition
- performance evaluations
- exit interviews
- termination records

The following records will be maintained in files separate from employees' personnel files:

- medical records
- equal employment opportunity documents identifying an individual's race and sex
- immigration forms

All files related to an employee are considered strictly confidential, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file.

It is the policy of the Clinic to permit employees an opportunity to review their personnel file in accordance with applicable state law. Any employee who wishes to review his/her personnel file should contact the Human Resources department in writing to arrange for a mutually convenient time to review appropriate material.

Any employee who does not agree with the information in his/her personnel file has the right to challenge or appeal the information. However, records may not be removed.

Items in the personnel file may be copied at the expense of the employee.

From time to time, the Clinic will audit employees' personnel files and remove or correct irrelevant, outdated, misleading, or inaccurate information.

The Clinic will retain all employee personnel files for a minimum of 10 years after separation from employment.

E. Personnel Data Changes

It is the responsibility of each employee to promptly notify the Clinic of any changes in personal data as follows:

- Legal Name
- Address and Telephone numbers

- Change in Marital Status
- Emergency Contact Information
- Number of dependents for tax purposes
- Dependents and Beneficiaries for insurance plan purposes
- Beneficiaries for Retirement Plan
- Educational Accomplishments

The above data plus any additional pertinent status reports should be accurate and current at all times. Please notify the Chief Financial Officer or Human Resources Manager, in writing, of any personal data changes.

F. Nepotism

To avoid conflicts of interest and the appearance of favoritism or bias, and to enhance supervision, security, and morale, immediate relatives of employees, physicians, and officers are not permitted to be employees of the Clinic. Immediate relatives include relationships of blood and marriage. They include: spouse, parent, child, mother-father-brother-sister-daughter-son, in-law, and any step relationship.

Relationships occurring after initial employment will be handled on a case by case basis by the Chief Executive Officer.

G. Relationships in the Workplace

While the Clinic understands that collegiality and friendships among employees are important, the Clinic discourages consensual relationships between employees that are romantic or sexual in nature. If such a relationship develops between employees, the Clinic holds the employees responsible for disclosing the relationship to a member of Clinic management. The Clinic reserves the right to ask both parties to verify that the relationship is consensual, that they agree not to allow the relationship to spill over and affect the workplace, and that neither party will hold the Company liable if the relationship degenerates. Both employees are encouraged to talk to a member of management immediately if what began as a consensual relationship develops into a situation that is harassing or has adverse workplace consequences, as set out in the Clinic's Workplace Harassment Policy.

Supervisors and managers are prohibited from dating or engaging in a romantic or sexual relationship with a Clinic employee. In the event that a supervisor or manager develops a relationship with an

employee, management reserves the right to terminate or transfer either or both of the parties based upon the best interests of the Clinic.

H. Job Descriptions

The Clinic makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), essential duties and responsibilities section, a qualifications section (including education and experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section and a work environment section.

The Clinic maintains job descriptions to aid in orientating new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions are periodically reviewed and revised in order to ensure that they are current. Job descriptions may be rewritten to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Job descriptions do not necessarily cover every task or duty, and additional responsibilities may be assigned as necessary without notice. Moreover, all employees are expected to comply with all reasonable requests that are related to the business of the Clinic without regard to whether the task is specifically included on their job description. Contact your Human Resources representatives if you have any questions or concerns regarding your job description.

I. Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are generally scheduled approximately every twelve (12) months, but are conducted at the discretion of the Clinic.

J. Salary Administration

The salary administration program of the Clinic strives to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to equal employment opportunities, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees

are critical to our success, the Clinic is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers.

COLA (Cost of Living Adjustments) increases, merit adjustments, and bonuses, if any, will be within the discretion of the Clinic.

Pay-related questions or concerns should be brought to the attention of the Chief Executive Officer, or appropriate Manager/Director. Specific questions regarding paychecks and Wage and Hour regulations should be directed to Accounting (Chief Financial Officer) and Human Resources personnel.

K. Payment of Wages

Employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The corresponding time clock period for each payday ends on the previous Saturday (6 days before payday).

In the event that a regularly scheduled payday falls on a day off such as a holiday, every effort will be made for employees to receive pay on the last day of work before the regularly scheduled payday.

Employees' paychecks are directly deposited into their bank accounts. (Limit of 2 deposit accounts). If an employee does not have a bank account, the paycheck net amount will be loaded onto a bank debit card. Employees will receive a payroll system generated electronic printout of all wages, deductions, net pay as well as leave time accruals remaining (as stated above). Physician employees and Executive employees are also paid in this manner.

L. Time Keeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Clinic to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

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

The Clinic uses an electronic time clock and leave/OT/adjustment vouchers to accurately account for time worked by employees.

1. Time Clock Procedures

The time clock is located inside the main back door on the left wall as you enter the building.

Time clock will be synchronized as precisely as possible. Please note that the timeclock does not round.

Employees will be issued a timecard badge and/or code for punching time clock each time they begin and end work. (This procedure will record time worked).

The work week begins at 12:00 AM on Sunday and ends at 11:59 PM the following Saturday. The payroll time period is two weeks. The clock will calculate total hours based on the recorded punches for each day.

Total hours for pay period and last punches can be retrieved from the time clock. Please contact HR if you need other information regarding time clock procedures and your personal recorded time.

2. Time Clock Rules

Employees should punch time clock at the beginning and end of the workday. In addition, the clock must be punched for lunch periods and any other times that employees are absent during the workday.

Employees should be ready to work as soon as they punch in. Likewise, employees must avoid any work off-the-clock before they have punched the clock at the beginning of the day or after they have punched out at the end of the day. Willfully working off the clock is grounds for discipline. It is very important that every employee is paid for the time that they work.

Failure to clock in or clock out must be documented. Repeated failure to clock in and clock out will be subject to disciplinary action as outlined in other sections of this Employee Handbook.

Employees are strictly forbidden to punch another employee's card/code for the purpose of recording time not worked. Violation of this policy is grounds for discipline and may result in termination.

3. Attendance Vouchers

Any gaps in scheduled time worked or adjustments to employee's schedule must be documented. In addition, overtime work must be approved in advance by a manager. Attendance Vouchers are provided to document leave time, overtime and adjustments. Vouchers must be completed and

signed by the employee and the supervisor and submitted to the Chief Financial Officer/Payroll Department. Each employee is responsible for completing and submitting vouchers to the Chief Financial Officer/Payroll Department. A central location is provided for employees to deposit vouchers or they may be brought directly to the HR Dept. The voucher will be attached to the timecard printout at the end of record keeping period.

At time of payroll run, all absences not documented by voucher will be considered "Vacation". If there is no accrued vacation on the books, "Leave Without Pay" will be recorded until otherwise notified by employee.

4. Employee Time and Leave Records

Leave time (vacation & sick leave, etc.) used and the accrued amount of leave time remaining is provided on employee's paystub and retained in the payroll system.

M. Overtime

When operating requirements or other needs cannot be met during regular working hours, employees are permitted to work overtime. All hourly employees must receive authorization in advance to work overtime. Authorization must be obtained on the next working day after overtime occurred, if prior authorization is not possible (late patient, etc.)

- Overtime should be a recommendation of the supervisor; however, authorization is limited to the following management personnel: 1) Chief Executive Officer, 2) Chief Operating Officer (downstairs), 3) Director of Clinical Support, 4) Business Office Manager (upstairs), and 5) Chief Financial Officer (upstairs).
- In the event none of these employees are available, overtime may be approved by the supervisor and authorization obtained the next business day that manager is available.
- Circumstances in which overtime approval is not required:
 - Saturday A.M. for technologists and technical support.
 - Business seminars during meal periods.
- Supervisors are encouraged to monitor overtime and provide a workflow within their departments that does not necessitate overtime.
- Chronic abuse of the above policy will result in corrective discussions and documentation placed in the personnel file.

Employees who work overtime without receiving prior authorization may be subject to disciplinary action.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour guidelines. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holiday, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime is paid at 1.5 times the employee's regular rate for hours worked over 40 hours per week. For those employees scheduled to work 37.5 hours per week, the regular rate of pay will be paid for the hours worked over 37.5 and less than 40. Hours worked over 40 in one work week cannot be carried over to the next week and cannot be used to offset absences in the preceding week.

From time to time, mandatory overtime may be required. Every effort will be made to solicit volunteers in those situations. If there are no volunteers, overtime, if necessary, will be assigned by the Chief Executive Officer, Chief Operating Officer, the Business Office Manager, Director of Clinical Support, or the Chief Financial Officer, as appropriate.

N. Time Shortages

This policy refers to time worked (make-up time) after an unscheduled time shortage has occurred. All make-up time must be authorized in advance in the same manner as overtime authorization. Abuses will be documented. Make-up time is limited to 4 hours in a work week.

Any unscheduled time off during a work week will be offset by any approved overtime earned (up to 4 hours) for payroll purposes.

Please see your supervisor/manager for any other questions or concerns regarding time shortages. Make-up time is not a benefit, and this policy is at the sole discretion of management. Management has the right to amend or revoke all or any part of this policy at any time, written or orally, with or without advanced notice.

This policy does not constitute any change in the "Employment At Will" relationship between the employer and the employee.

O. Rest Periods

Employees are provided with one meal period of 60 (sixty) minutes in length each workday. A meal period of less than 60 minutes must be authorized by the Chief Executive Officer, Chief Operating Officer, Director of Clinical Support, Business Office Manager, or Chief Financial Officer. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the

allotted rest period time (15 minutes during morning work period and 15 minutes during afternoon work period). Supervisors will assign rest periods to accommodate operating requirements.

Eating should be limited to the kitchen areas for several reasons, not the least of which are OSHA requirements of prohibiting food in areas where potential blood borne pathogens may be.

P. Job Sharing

Based on the staffing needs of the Clinic, Management may, from time to time, permit job sharing. All job sharing requests must be in writing and approved by the Board of Directors with the recommendation of the Chief Executive Officer.

Job Sharing Definition: Two employees sharing a block of working time.

Staffing responsibility: The employees sharing the block of time will be responsible for the staffing of that block at all times in whatever manner they choose.

Job Sharing Benefits: Because benefits are for employees and not jobs, employees in job sharing blocks who are assigned hours below 30 within a work week will not be entitled to benefits other than participation in the Retirement Plan, provided employee has already qualified or will qualify for participation in the Plan.

Q. Business Travel

Occasionally, employees will attend and travel to educational seminars. All business travel is at the discretion of the Board of Directors and the Chief Executive Officer.

Employees will be reimbursed for any actual expenses incurred while conducting Clinic business. IRS mileage rate in affect at the time of travel will be used for reimbursement of auto expenses (including fuel) for use of personal vehicle. An expense report, which includes receipts, must be submitted for reimbursement. Please see Human Resources for further questions.

R. Employee Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation—voluntary employment termination initiated by an employee.

- Discharge/Termination— involuntary employment termination by the Clinic.
- Retirement—voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
- Job abandonment—Employees who are unable to report for work at the designed time are required to notify his/her supervisor in accordance with the Attendance Policy. Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered as having voluntarily resigned as a result of job abandonment. Employees who are separated due to job abandonment are eligible to receive accrued benefits but are ineligible for rehire.

The Clinic generally schedules exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding amounts owed to the Clinic, or return of Clinic-owned property. Suggestions, complaints, and questions may also be voiced.

Resignation is a voluntary act initiated by the employee to terminate employment with the Clinic. Although advance notice is not required, the Clinic requests at least 2 weeks' written resignation notice from all employees. If an employee does not provide advance notice as requested, the employee will be ineligible for termination vacation and sick leave payouts as outlined in other sections of this handbook.

Since employment with the Clinic is based on mutual consent, both the employee and the Clinic have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable as outlined in other sections of this handbook will be paid upon termination. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

S. Severance Pay

No severance pay will be made to any employee upon termination of employment. However, vacation and sick pay upon termination is paid to eligible employees, as outlined in the vacation and sick leave portions of this manual. Management reserves the right to alter or amend this policy.

T. Time off/Leaves of Absence

1. Holidays

Full-Time and Part-Time with Benefits employees are eligible for holiday pay, provided they were employed on the day preceding the holiday. Temporary employees may also be eligible for holiday pay (as outlined in other sections of this handbook).

To receive holiday pay, an eligible employee must be at work or on authorized absence on the work days immediately preceding and immediately following the day on which the holiday is observed.

Any employee taking unscheduled sick leave on the day before or the day after a scheduled holiday will be required to provide certification by a healthcare professional to qualify for holiday pay.

Holiday pay consists of 8 hours for 40 hour employees and 7.5 hours for 37.5 hour employees, 6.4 hours for 32 hour employees (if applicable), and 6 hours for 30 hour employees (if applicable). Any other shifts outside the aforementioned will be pro-rated accordingly.

Part-time employees (less than 30 hours/wk) are not eligible to receive holiday pay.

The Clinic generally observes the following holiday schedule each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Day

THIS SCHEDULE IS SUBJECT TO CHANGE.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

The Clinic recognizes that some employees may wish to observe certain days that are not included in the holiday schedule, such as religious holidays. In these instances, an employee should request a vacation day. Management shall make every effort possible to accommodate this request, if such absences do not result in an undue hardship for the operation of the Clinic.

2. Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Management will make every effort possible to grant employee vacation requests based on Clinic business needs and staffing requirements. In the event of an employee conflict, priority will be established on the basis of seniority. Exception: Requests for certain Holiday weeks will be rotated among employees within individual departments. Vacation pay shall consist of the employee's regular rate of pay for the vacation period.

A vacation request of more than three consecutive weeks is granted at the discretion of the Chief Executive Officer.

Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Full-time employees (Minimum of 37.5 hrs/per week)
- Part-time employees with Benefits (Minimum of 30 hrs/per week). These employees accrue vacation time on a pro-rata basis.
- Part-time employees working less than 30 hours per week and temporary employees are not eligible to earn vacation benefits.

Vacation time is accrued on a monthly basis in the following manner:

- Upon initial eligibility the employee is entitled to 10 vacation days each year, accrued monthly at the rate of 0.833 days or 6:40 hours.
- After 3 (three) years of service the employee is entitled to 15 (fifteen) vacation days each year, accrued monthly at the rate of 1.25 days or 10 hours.
- After 10 (ten) years of service the employee is entitled to 20 (twenty) vacation days each year, accrued monthly at the rate of 1.667 days or 13:20 hours.
- After 20 (twenty) years of service the employee is entitled to 25 (twenty-five) vacation days each year, accrued monthly at the rate of 2.083 days or 16:40 hours.

Monthly accrual of vacation time is credited to employee's vacation bank on first payday of each month in which the pay period includes days in that month. However, please note that fully accrued benefits have not been earned until the last day of month.

Employees who begin employment on or before the 15th of the month will receive the total monthly accrual. Those employees who begin employment after the 15th of the month will receive ½ of the

monthly accrual. Employees terminating will receive the full accrual if they terminate after the 15th and ½ accrual if they terminate on or before the 15th of the month.

The anniversary date of an employee (benefits eligible date) shall be used in determining the eligibility days for vacation. Vacation accrues ratably on an employee's year of service based on the years of service set out above.

Planned paid vacation time can be used in minimum increments of thirty (30) minutes. Employees should request vacation time in advance. As stated above, requests will be reviewed based on a number of factors, including business needs and staffing requirements, and every effort will be made to comply with the employee's request.

New employees are not eligible to take vacation during the first six months of employment. A waiver of this policy may be granted at the discretion of the Chief Executive Officer.

Sick leave normally is not paid during vacation. However, if an illness occurs during vacation, the employee may be granted sick leave. The Chief Executive Officer or designees of the Chief Executive Officer shall consider each request and make a final decision on the granting of sick leave.

Because it is the feeling of the Clinic that employees need to take vacation, pay in lieu of vacation is disallowed.

The amount of vacation available for use is the amount remaining at the time the employee is scheduled to take leave.

In the event that available vacation is not used by the end of the benefit year, employees may carry all unused time forward to the next benefit year.

Under certain conditions and with approval of management, vacation may be taken in advance of accrual. If employee terminates employment for any reason prior to accruing all vacation that has been taken, employee's termination pay, if any, or last paycheck will be reduced by the amount of vacation taken but not earned and accrued.

Time off without pay can only be granted at the discretion of the Chief Executive Officer. Exceptions are inclement weather days, bereavement, and Family Medical Leave (FMLA), as explained in other sections of this handbook.

Terminating employees are eligible to receive a maximum of 20 days accrued vacation pay provided they have completed at least one year of service on date of termination and have given a two weeks notice.

3. Sick Leave

The Clinic provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Full-Time Employees (minimum of 37.5 hr/per week)
- Part-Time Employees with Benefits (minimum of 30 hrs/per week). These employees accrue sick time on a pro-rata basis.

Part-time employees working less than 30 hours per week and temporary employees are not eligible to earn sick leave benefits.

Eligible employees will accrue sick leave benefits at the rate of 1.25 days per month for a total of 15 (fifteen) days per year. Monthly accrual of sick leave is credited to employee's sick leave bank on the first payday of each month in which the pay period includes days in that month. However, fully accrued benefits have not been earned until the last day of month. Employees who begin employment on or before the 15th of the month will receive a total month's accrual. Employees who begin employment after the 15th of the month will receive ½ of the monthly accrual. Maximum accrual is limited to 60 (sixty) days.

For employees who had more than 60 (sixty) days of sick pay accrued as of January 1, 1993, the maximum accrual shall be limited to the amount accrued on that date. For those employees who did not have 60 (sixty) days accrued as of January 1, 1993, each such employee's accrual shall be limited to 60 days. For all employees hired since January 1, 1993, the maximum accrual is limited to 60 (sixty) days.

During the first 60 days of employment, new employees generally shall not be eligible to take sick leave benefits. The Chief Executive Officer may use discretion on use of sick leave within the first 60 days of employment.

Paid sick leave can be used in minimum increments of thirty (30) minutes. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a spouse, minor child (under the age of 18), parent, or parent-in-law of the employee (includes any step-relationship of the aforementioned).

Unused sick leave benefits will be allowed to accumulate until the employee has accrued the maximum number of sick days set out in the paragraph above. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave available for use is the amount remaining at the time of the absence.

Employees are eligible to use sick leave under the following circumstances:

- Incapacitated by sickness or injury
- Absences caused or contributed by pregnancy, miscarriage, abortion, child birth, and recovery.
- Necessary care for employee's immediate family—spouse, minor child, parent, parent-in-law. (includes any step-relationship of eligible relatives).

- Bereavement—See Bereavement Policy for eligible relatives. (Employee may also use vacation time or time without pay).
- Weather day. (Employee may also use vacation time or time without pay).

Any illness of more than three (3) days will require certification by a healthcare professional and may be subject to FMLA rules and regulations.

Any employee taking unscheduled sick leave on the day before or the day after a scheduled holiday will be required to provide certification by a healthcare professional to receive holiday pay.

U. Payment of Sick Leave Benefit

On a calendar year basis, sick leave will be reimbursed at 100% of an employee's rate of pay for the first 5 (five) days of sick leave taken, and for any days taken in excess of 5 (five) days, sick leave will be paid at a rate of 70% of the daily rate. The daily rate used for payment will be employee's rate of pay in effect on the date of absence.

Upon termination, employees will be entitled to accrued sick leave pay. If an employee has accrued sick leave remaining, that leave will be paid at a maximum of 10 (ten) days; with up to 5 (five) days at 100% salary, if no sick leave has been used in the calendar year of separation, and the balance of 5 (five) days at 70% salary. Employees must have one year of continuous service on the date of termination and give two weeks notice to receive termination sick pay.

Contact an HR representative for further information regarding payment for unused sick leave.

1. Joey Days

Based on an anniversary year basis, on the employee's anniversary date, he/she will be given the option to cash in a maximum of 5 (five) unused sick days leave per year at the rate of pay on the anniversary date. This right to cash in five days is subject to employee's having these days available. For each sick day used during that period, the ability to cash in a day will be reduced accordingly. Therefore, to cash in days, an employee cannot have used more than 5 (five) days sick leave during the anniversary period.

Employee also has the option, on his/her anniversary date, to convert unused anniversary period sick days (Joey Days) to vacation days. Splitting days for payment and conversion is permitted, however, payments must be for a minimum of one (1) day.

Any cashed in or converted "Joey Days" will be subtracted from the employee's sick leave bank if all 15 days have been accrued. In the event less than 15 days were accrued, the number of days over 10 will be subtracted. If employee has accrued the maximum and did not accrue any sick days during the anniversary period, no days will be subtracted from the sick bank.

Contact an HR representative for further information regarding Joey Days payment and conversion.

V. Employee Medical/Dental Appointments

Including Medical Tests, etc., and minor illness of less than 2 hrs.

Each full-time employee (37.5 hours per week or more) will be allotted 12 hours per calendar year to use for medical/dental appointments. Part-time employees consistently working more than 30 hours and less than 37.5 hours will be prorated to 9 hours, 15 minutes. The following conditions apply for medical appointments:

Appointment must be for employee only (not family members)

Appointment time must be coordinated with employee's supervisor

Definitions

MEDICAL: Includes any service by a duly licensed health care provider.

DENTAL: Includes any service provided by a duly licensed dentist.

EAP: Includes licensed EAP services.

Minor illness of less than 2 hours duration may also be deducted from this 12 hour allotment as well as medical tests of several hours duration performed in a duly licensed medical facility. Same-day surgical procedure not included.

After employee has exhausted the allotted time, sick leave/vacation will be used from that time forward.

Time used each pay period will appear on employee's leave summary section of paystub printed from the payroll system, not the number of appointments.

Any allotted time not used by the employee will be forfeited at the end of the calendar year.

W. Family and Medical Leave Policy (FMLA)

The federal Family & Medical Leave Act of 1993 (FMLA) and amended in 2013, requires employers with 50 or more employees to provide eligible employees with unpaid leave.

The Radiology Clinic (Employer) adopts the following policy to comply with the Family and Medical Leave Act of 1993 (Public Law 103-3) as amended. The provisions of the Family and Medical Leave Act and the regulations promulgated there under shall be referred to for the interpretation and

enforcement of the policy and the Act. The following policy is designed to comply with the Family and Medical Leave Act of 1993 (Public Law 103-3).

Definitions

Chronic Serious Health Condition means a condition that:

- requires periodic visits for treatment by Health Care Provider, or a nurse or physician's assistant under the direct supervision of a Health Care Provider
- continues over an extended period of time—including recurring episodes of a single underlying condition
- may cause episodic rather than continuing periods of incapacity—asthma, diabetes, epilepsy

Eligible Employee means an employee who has been employed by the Employer for at least twelve months and for at least 1250 hours during the twelve month period prior to the time leave is taken under this policy.

Health Care Provider means a doctor of medicine or osteopathy who is licensed to practice medicine

Parent means biological or adoptive parent of an Eligible Employee or the individual who stood in loco parentis to an Eligible Employee when the Eligible Employee was a son or daughter.

Leave Schedule means a leave schedule that reduces the usual number of hours per work week or hours per work day.

Serious Health Condition means an illness, injury, impairment, or mental condition that involves inpatient care in a hospital or continuing treatment by a Health Care Provider; also, including pregnancy and pregnancy related conditions such as severe morning sickness.

Son or Daughter means biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person in loco parentis who is under the age of 18 years or 18 years of age or older and incapable of self-care because of a physical or mental disability.

Spouse means a husband or wife, as the case may be.

Rolling or "Look-Back" Method of Calculation to Determine Leave

Availability is a 12-month period measured backward from the date an employee uses any FMLA leave

Any further definitional requirements shall be made by reference to the Family and Medical Leave Act of 1993, as amended.

TYPES OF LEAVE

1. Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

- To care for the employee's son or daughter during the first 12 months following birth
- To care for a child during the first 12 months following placement with the employee for adoption or foster care
- To care for a spouse, son, daughter, or parent ("covered relation")(but not parent-in-law) with a serious health condition
- For incapacity due to the employee's pregnancy, prenatal medical or child birth; *or*
- Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

Married couples. In the event a married couple should become employed by the Clinic, the two spouses together may take a *combined total* of 12 weeks' leave during any 12-month period for reasons a. and b. above, or to care for the same individual referred to in c. above.

2. Military Family Leave

There are two types of Military Family Leave available:

- Qualifying exigency leave.
 - Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the military member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).
 - For Regular Armed Forces members, "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country (outside of the United States, the District of Columbia, or any territory or possession of the United States, including international waters).
 - For a member of the Reserve components of the Armed Forces (members of the National Guard and Reserves), "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

Qualifying exigencies may include:

- Short-notice deployment (seven or less calendar days)
 - Attending certain military events and related activities
 - Childcare or school activities
 - Addressing certain financial and legal arrangements
 - Periods of rest and recuperation for the military member (up to 15 calendar days of leave, dependent on orders)
 - Attending certain counseling sessions
 - Attending post-deployment activities (available for up to 90 days after the termination of the covered military member's covered active duty status, and to address issues arising from death of military member)
 - Attending to parental care needs arising from covered active duty or call to duty (arrange for alternative care for a parent of a military member, provide urgent or immediate care, admit or transfer to a care facility, or attend non-routine caregiver meetings with care facility staff)
 - Other activities arising out of the military member's covered active duty or call to active duty and agreed upon by the company and the employee.
- Leave to care for a covered service member.
 - There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from a serious injury or illness, as defined by FMLA's regulations
 - For a current member of the Armed Forces, including a member of the National Guard or Reserves, the member must be undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.
 - For a covered veteran, he or she must be undergoing medical treatment, recuperation or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during

the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

An eligible employee must begin leave to care for a covered veteran within five years of the veteran's active duty service, but the single 12-month period may extend beyond the five-year period.

Request For or Notification of Leave:

Employee Responsibilities When Requesting FMLA Leave

If the need to use FMLA leave is foreseeable, the employee must give the company at least 30 days' prior notice of the need to take leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave.

Whenever possible, requests for FMLA leave should be submitted to Amanda Junkin or other Human Resources representative.

If the need for leave is not foreseeable, employees are required to provide as much notice as soon as practicable under the facts of the particular case. An employee requiring unforeseeable leave must, absent extraordinary circumstances, call his or her direct supervisor or manager and provide sufficient information regarding the employee's need for leave to support a request for FMLA leave. It generally should be practicable for the employee to provide notice of leave within one business day.

When submitting a request for leave, the employee must provide sufficient information for the company to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave. *Calling in "sick" is not sufficient.* Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also will be required to provide a certification and periodic recertification supporting the need for leave.

You Must Follow the Clinic's Normal Call In Procedure. For any absences due to taking FMLA leave, you must follow Clinic's normal call in procedures. The procedures are to personally call in and advise your direct supervisor/manager of your need to take leave as far in advance as possible prior to the beginning of your work schedule.

Employer Responsibilities:

When an employee requests leave, the company will inform the employee whether he or she is eligible under the FMLA. If the employee is eligible for FMLA leave, the employee will be given a written notice that includes details on any additional information he or she will be required to provide. If the employee is not eligible under the FMLA, the company will provide the employee with a written notice indicating the reason for ineligibility.

If leave will be designated as FMLA-protected, the company will inform the employee in writing and provide information on the amount of leave that will be counted against the employee's 12- or 26-week entitlement.

Method of Determining Amount of Leave Available to Employee:

The amount of leave available will be calculated using the 12 month "rolling" method (also known as the "look-back" method).

Use of FMLA Leave:

An employee does not need to use FMLA leave entitlement in one block of time. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

Requirement of Using Accrued Leave:

Eligible Employees will be required to use accrued leave prior to use of uncompensated leave (without pay). Employee has the option to use sick leave or vacation, or a combination of each in any order. Vacation and Sick leave must be exhausted with the exception that employee may retain a maximum of 5 days accrual of each type leave prior to taking uncompensated leave (without pay). At the expiration of the use of such accrued vacation and sick leave as indicated above, additional weeks of leave necessary to obtain the total 12 weeks of leave will be provided without compensation.

Employee's Intent Not to Return to Work:

If Eligible Employee does not intend to return to work after the period of leave, the Employer should be notified in writing immediately. An Eligible Employee's failure to report at the expiration of leave, unless extension has been requested, may be considered as a resignation.

Medical Certification:

If the employee is requesting leave because of the employee's own or a covered relation's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. Employees may obtain Medical Certification forms from *the Human Resources department*. Medical certification is due no later than 15 days after leave is requested. If the employee provides at least 30 days' notice of medical leave, he or she should also provide the medical certification before leave begins.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Clinic, at its expense, may require an examination by a second healthcare provider designated by the Clinic, if there are reasonable doubts regarding the medical certification initially provided. If the second healthcare provider's opinion conflicts with the original medical certification, the Clinic, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

Subsequent Certification:

The Clinic may require subsequent medical recertification. Failure to provide requested certification within 15 days, except in extraordinary circumstances, may result in the delay of further leave until it is provided. Employees may also be required to provide a fitness-for-duty certification upon return to work, or during intermittent leave, as required.

Reporting While on Leave:

If an employee takes leave because of the employee's own serious health condition or to care for a covered relation, the employee must contact the Clinic once every 30 days regarding the status of the condition and his or her intention to return to work. In addition, the employee must give notice as soon as practicable (within 2 business days, if feasible) if the dates of the leave change, are extended, or were unknown initially.

Working while on Leave:

While you are on approved FMLA leave, you are not permitted to engage in any other employment, or moonlighting without approval of the Clinic, as you have certified to us that you are incapable of performing work during your leave. Approval can be granted or withheld at the Clinic's sole discretion.

Intermittent and Reduced-Schedule Leave:

Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary. If leave is unpaid, the company will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced-schedule leave, the company may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and that has equivalent pay and benefits.

Employment and Benefits Protection:

Except for highly compensated employees for whom holding open a position would cause substantial and grievous economic injury to the operations of the Clinic, any Eligible Employee who takes leave under this policy shall be entitled on return from such leave to be restored by the Clinic to the position of employment held when leave commenced or to an equivalent position considering benefits, pay,

and other terms and conditions of employment. Taking of leave shall not result in the loss of any employment benefit accrued prior to the day upon which leave commenced; however, this policy shall not require the accrual of any seniority or employment benefits during the leave period.

Generally, during any period that an Eligible Employee takes leave under this policy, the Clinic shall maintain coverage under any group health plan at the level and under the conditions that would have been provided if the Eligible Employee had continued employment during the leave period. As stated above, Employee will be required to use accrued time for FMLA leave. In the event that Employee has no accrued time, Clinic may recover any employee paid benefits that were paid by the Clinic for maintaining coverage for the Eligible Employee during the leave period.

Exemption for Highly Compensated Employees:

Highly compensated employees (i.e., highest-paid 10 percent of employees at a worksite or within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment would cause substantial economic injury to the company. (This fact-specific determination will be made by the company on a case-by-case basis.) The company will notify employees if they qualify as “highly compensated” employees if the company intends to deny reinstatement, and of employees’ rights in such instances.

Interference With Rights:

Prohibited Actions. It is unlawful to interfere with, restrain, or deny any right provided by this policy or to discharge or in any other manner discriminate against any Eligible Employee for opposing any practice made unlawful by this policy.

Protected Activity. It is unlawful to discharge or in any other manner discriminate against any Eligible Employee because Eligible Employee does any of the following:

- Files any civil action or institutes or causes to be instituted any civil proceeding under or related to this policy.
- Gives or is about to give any information in connection with any inquiry or proceeding relating to any right provided by this policy.
- Testifies or is about to testify in any inquiry or proceeding relating to any right provided under this policy.

Notification. Any Eligible Employee who believes that this policy and Acts have not been applied properly should notify the Chief Executive Officer of The Radiology Clinic.

Additional Information:

Supervisors. The Eligible Employees desiring additional information concerning their rights and responsibilities under this policy or the Family Medical Leave Act should direct their questions to their supervisor or manager and/or human resource representatives.

No Greater Rights. This policy isn't intended to create any entitlements for Eligible Employees greater than required under the FMLA.

X. Medical Leave of Absence (Not FMLA)

An extended medical leave of absence for employees who do not qualify for FMLA or those who need supplemental paid leave above that provided in the Clinic's FMLA policy is granted at the discretion of the Chief Executive Officer.

Y. Personal Leave of Absence

An extended leave of absence is granted only at the discretion of the Chief Executive Officer.

Z. Bereavement Leave

Clinic will provide time off for bereavement. Bereavement leave may be taken as vacation, sick leave, or without pay

Bereavement leave is provided for the following eligible relatives:

- Spouse
- Child (not limited to minor),
- Parent
- Grandparent
- Sibling
- Mother/Father/Brother/Sister-in-law
- Includes any step-relationship of eligible relatives).

Bereavement shall be limited to a maximum of 5 business days-- 5 days for Child, Spouse, Parent—3 days for all others except when funeral is more than 100 miles away, then the maximum will be 5 days.

AA. Military Leave

The Clinic will comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and grant military leaves of absence as required by law and by the needs of employees who are members of the military service. Any full-time employee who is called to active

military duty will be granted a military leave of absence. On return from military leave of absence, the employee will be reinstated as required by law.

BB. Court Leave/Jury Duty

The Clinic encourages employees to fulfill their civic responsibilities by serving on jury duty when required. The Clinic provides authorized time off with pay for Full Time employees who are summoned to serve on Jury Duty provided the employee reports for work on their next regularly scheduled hour after being dismissed from jury duty.

Management should be notified as soon as possible of a jury summons so that arrangements can be made to accommodate the employee's absence.

Compensation from the court for jury duty is not deducted from the biweekly pay provided the employee reports for duty as stated above and provided the employee provides the Clinic with proof of payment by the court.

Employees are also provided authorized time off to serve as witness or party in a court hearing or trial when under subpoena.

CC. Voting Leave

Employees can take time off to vote in any election for which the employee is qualified and registered to vote, unless the employee's work hours commence at least two hours after the polls open or end at least one hour before the polls close. The employer may determine what hours are available for the employee to vote.

Alabama Code § 17-1-5

Employees may use vacation, sick time, time without pay or make-up time for time lost due to voting leave.

DD. Lactation/Breastfeeding Policy

The Clinic supports and accommodates breastfeeding mothers who wish to express breast milk during the workday when they are separated from their newborn children.

Any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. This will be allowed for up to one year after the child's birth.

The Clinic has designated the room located on first floor across from the MR Department entrance

and elevator for this purpose. A small refrigerator is available in the room and is reserved for the specific storage of breast milk. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting their immediate Supervisor, Manager, or a Human Resources Representative.

The location of this room is subject to change. Employees will be notified if such change occurs.

EE. Weather Day Policy

Because of the nature of the Clinic's business, every effort will be made to maintain normal working hours even during inclement weather. Closings will be at the discretion of the Physician President of the Practice.

Even though the Clinic may be open during inclement weather and every employee is encouraged to be at work, it is the responsibility of the employee for making a decision regarding his/her safety. The Clinic is not responsible for consequences of an employee's decision to stay at work or come to work when the Clinic is open. There will also be times when certain critical employees cannot leave, or must come in.

Policy

- If the Clinic is open and employee is not at work, that is lost time for employees with benefits and must be accounted for by make-up, vacation, sick, or without pay.
- If Clinic opens late or closes early, employees (full and part-time) are given free time up to the maximum hours scheduled to work. Employees are to observe opening and closing times and should not arrive before opening or stay after closing with the exception of those employees designated as "critical" by management.
- For partial closures, those employees calling in before Clinic opens, even if weather related, and those already scheduled for leave will be charged with leave time for the entire day.
- On days that Clinic does not open and is closed the entire day, full and part-time employees will be credited with the hours they were scheduled to work. Employees who were on scheduled leave on that day will also be credited with up to 8 hours, as the case may be.
- If inclement weather occurs on a day the Clinic is closed for a holiday, holiday rules will apply

Employee may use vacation time, sick time, or time without pay for time lost due to weather closings.

Notification of Closings:

- Physician President of Practice and Medical Director of the Clinic will make decision for closings
- Chief Executive Officer will notify managers
- Managers will notify supervisors and those employees directly beneath them on the organization chart
- Supervisors will notify employees

These notifications may be in any form: phone call to home, to cell phone, texting, posted on Clinic website word of mouth if at work; whichever is most convenient for managers and supervisors.

V. Employee Benefits

A. Flexible Benefits Plan

The Clinic maintains a Flexible Benefits Plan that is open to employees who meet the eligibility requirements of the programs offered under the Plan. The Plan's benefit period is January 1 to December 31. The programs offered are:

- Family Coverage Health Insurance
- Dental Insurance
- AFLAC Insurance Products
- Flexible Spending Accounts (Medical & Dependent Care)

Employees are eligible for health and dental insurance at the time of employment, subject to terms and conditions of each insurance carrier. The AFLAC products and Flexible Spending Accounts elections are only available during the open enrollment periods each year.

The premiums for health, dental, and AFLAC health products are deducted on a pre-tax basis. Flexible Spending Accounts elections are also on a pre-tax basis.

Generally, there must be a qualifying event for the employee to discontinue coverage of a pre-taxed benefit during a benefit period.

Life insurance, disability insurance, and long term care insurance may also be purchased by eligible employees on an after-tax basis in accordance with the terms and conditions of the companies offering these products.

B. Health Insurance

The Clinic's health insurance plan provides employees and their dependents access to medical, surgical, and hospitalization insurance. Employees are eligible for coverage under the Clinic's health plan on the first day of the month following commencement of employment. Employees in the following employment classifications are eligible to participate in the health plan:

- Full-Time Employees
- Part-Time Employees with Benefits

The Clinic provides healthcare coverage for the employee only. Family coverage is the employee's responsibility. The amount paid by employee for family coverage is the difference between the total coverage premium and the single coverage premium. Generally, there must be a qualifying event for employee to discontinue coverage during a benefit period.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Clinic and the insurance carrier. Contact your Human Resources representatives for more information about health insurance benefits.

A change in employment classification that would result in loss of eligibility to participate in the health plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

1. COBRA

The federal Consolidated Omnibus Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under The Clinic's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Clinic's group rates plus an administration fee of 2%. The Clinic provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Clinic's health insurance plan. The notice contains important information about the employee's rights and obligations.

C. Dental Insurance

Full Time Employees are eligible for the Dental Insurance Plan. Employees are eligible for coverage under the Dental plan on the first day of the month following commencement of employment. If employee does not choose dental coverage upon initial employment, he/she must wait for the open

enrollment period (December of each year) to participate in the dental program. Generally, there must be a qualifying event for employee to discontinue coverage during a benefit period. Premium for dental insurance is the responsibility of the employee.

Note: There is no open enrollment for Blue Cross/Blue Shield Dental coverage at this time, therefore employee must pick up the insurance upon employment.

D. Flexible Spending Accounts (FSA)

The Clinic sponsors a Flexible Spending Accounts program which allows employees to pay for certain non-reimbursed medical expenses and dependent care expenses with pre-tax income. This benefit is open to full-time employees only. Eligibility requirement for un-reimbursed medical expense account election is one year of service on open enrollment dates. New hires may enroll in the Plan for dependent care account the month following date of hire.

E. Employee Long Term Disability Insurance

The Clinic provides a Long Term Disability Insurance policy at no cost to the employee for employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the 1st day of the month following the month of employment.

F. Employee Life Insurance

The Clinic provides a \$50,000 (plus AD&D) life insurance policy for employees who work a minimum of 30 hours per week at no cost to the employee. Eligibility requirements are the same as disability benefit (1st day of month following month of employment). Benefits will be reduced once employee reaches the age of 65.

G. Retirement Plan

The Clinic desires to provide employees with a financially stable retirement plan. The Clinic sponsors a 401(k)/profit sharing retirement plan. Eligibility requirements for participation are:

- Completion of one (1) continuous year of employment
- Completion of 1000 hours of service during that year, or subsequent eligibility periods ending June 30 or December 31 and
- 21 years of age.

Plan participation dates are January 1st and July 1st of each year, and a plan year is January 1—December 31.

Employees working a minimum of 1000 hours in a plan year receive an employer contribution based upon his/her annual compensation as outlined in retirement plan documents.

Employees working less than 1000 hours in subsequent years after initial qualification may receive a safe-harbor employer contribution which may vary from year to year. The safe-harbor contribution is subject to elimination during any plan year.

In addition, participants may contribute pre-taxed dollars to the 401(k) portion of the retirement plan on a percentage basis of 1-75% or a fixed dollar amount each pay period, up to the maximum amount allowed by law.

H. Worker's Compensation

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

Employees who sustain work-related injuries or illnesses should inform their supervisor/manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Clinic nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Clinic.

I. Employee Assistance Program (EAP)

The Clinic provides the services of an Employee Assistance Program to all employees who work a minimum of 30 hours per week and to their dependents also. These services are provided to help employee deal with problems affecting family and job performance. Services provided are confidential, and right to privacy is protected within the state and federal guidelines. Human Resources representatives can provide further information, or you may contact the EAP directly. Employees may use sick leave, vacation, or medical appointment allotment for absences due to the utilization of the EAP program.

J. Discounted Services

There is no discount for radiology services provided by the Clinic. There will be global and/or professional fees charged by the radiologists for radiology procedures performed on any employee or family member. In addition, radiology procedures must be ordered by an attending physician.

Insurance will be filed and any balance remaining after payment by insurance will not be the responsibility of the employee and will be written off. That amount constitutes taxable income to the employee and will be reported according to IRS regulations. This also applies to the employees spouse and dependent children.

K. Education Policy

It is the opinion of the physicians of the Clinic that employees should be encouraged to further their education; so to accomplish that goal, certain absences or special schedules will be permitted. However, the first obligation of the employees is to make sure that the Clinic functions at the proper level of staffing, and attendance at work is employee's first priority.

Generally, school classes should be after working hours. One class may be taken during working hours either at the beginning of the day or the end of the day. If the class is to be held at the University of Alabama such that it could be scheduled during a lunch time with moderate extension of the lunch period, the Clinic will consider the request in light of other relevant factors.

Prior to registration, the employee's school schedule, if it impacts the workday, must be approved by the supervisor and the Chief Operating Officer, Business Office Manager, or other member of management, as appropriate. Primary consideration will be for the Clinic's staffing needs.

Any class time during working hours, unless the Clinic staffing needs can be accommodated otherwise by an extension or rearrangement of the employee's schedule, will be charged against vacation time.

VI. Independent Contractors

This Personnel Policy Manual (handbook) does not apply to independent contractors of the Clinic. Independent contractors shall not be deemed employees and shall not be entitled to any benefits stated hereunder. However, independent contractors will be issued the policy prohibiting sexual and other unlawful harassment and expected to act appropriately in the Clinic's workplace. Independent contractors are also required to sign a confidentiality statement and any HIPAA forms that may be required. Employees are expected to report any misconduct committed by an independent contractor on the Clinic's premises.

VII. Contact Information

James Leitner—Chief Executive Officer ext 201

Leigh Ann Hobson---Chief Operating Officer ext 278

Debbie Carabin---Chief Financial Officer ext 204

Ed Lawrence—Chief Technology Officer ext 106

Vicki Combs---Business Office Manager ext 240

Lesley Estes—Director of Clinical Support ext 279

Amanda Junkin—Human Resources Manager ext 208

EAP—205-759-7890

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