

Sequoia Integrative Medical Services

EMPLOYEE HANDBOOK

Hospital Line



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Welcome

Welcome to Sequoia Integrative Medical Services (“Sequoia” hereafter) We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Sequoia’s goals. Obviously, every possible circumstance cannot be anticipated nor addressed in this handbook. Sequoia management reserves the right to make changes and periodic updates to the handbook.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, Sequoia will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Sequoia's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact your manager or supervisor, or the Human Resources (HR) department. Please be advised that this handbook is not, nor should it be considered to be, an agreement or contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. This handbook states only general company guidelines.

Vision

Our vision is to create a world with the best medical and psychological care available to all whom we meet, wherever they may breathe.

Our Mission

Our mission at Sequoia Integrative Medical Services is to strive to provide every patient with a tailored and unique clinical experience, blending medical and psychological care in all that we do, meeting each patient where they are at, in an effort to help individuals succeed at being the best version of themselves.

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Employment at Will

Employment at Sequoia is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Sequoia employees have the right to engage in or refrain from such activities.

Your Role as an Employee

Whatever your job, you are an important part of our organization. You have responsibilities that only you can carry out. Those responsibilities can grow, and you can progress, in relation to your abilities and your willingness to apply your skills to your assignments and also by the amount of your contribution to a cooperative and productive work environment.

Every employee's role in the company is important. Each person's job must be performed well in order to satisfy the demands of our patients. Therefore, we feel it is reasonable to expect the following from all employees;

- Willingness to complete assigned job responsibilities in a consistently satisfactory manner.
- Willingness to continually strive to improve performance in order to attain your full work potential.

Although you may be assigned to a particular department or site, changes may occur that make it necessary for you to transfer to other areas. This is usually done to give us the best utilization of staff in critical times. The manager/supervisor and/or HR department have the authority to make these changes in hours, locations and days worked.

You and the Patient

What is a Patient?

- A patient is integral to our organization, not an outsider to it.
- A patient is the purpose of our work, not an interruption to it. We are not doing him or her a favor; he or she is doing us a favor by letting us serve him or her.
- A patient is a flesh and blood person with feelings and conditions like our own, not a cold statistic.
- A patient deserves courteous, attentive treatment. He or she is not someone to argue or match wits with.
- A patient brings you his or her wants. It is our duty to handle them properly and profitably-both for him or her and for ourselves.
- A patient makes it possible to pay our wages and our overhead so that we may be rewarded ourselves and reward other patients with continued service.
- A patient is the most important person at Sequoia Integrative Medical Services LLC.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

Sequoia provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Sequoia expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Sequoia will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Sequoia's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

Sequoia is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Sequoia's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. Sequoia prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Sequoia to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Sequoia prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Commitment to Diversity

Sequoia is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Sequoia and is an important principle of sound business management.

Harassment and Complaint Procedure

It is Sequoia's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national

origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by Sequoia.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Sequoia will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of “unlawful harassment.” “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;

- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Sequoia's policy.

Complaint procedure. If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor or department manager, the HR director, or any other member of management with whom they feel comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, Sequoia will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Conflicts of Interest and Confidentiality

Conflicts of Interest

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

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

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

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

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of Sequoia. Confidential information is any and all information disclosed to or known by employees because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the Director of Administration. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Medical Record Confidentiality

The patient's medical record plays a vital role in our effort to provide optimum medical care. It is a record of the patient's medical history for the use of the physician/nurse practitioner and must be kept STRICTLY CONFIDENTIAL. It is essential to the patient/physician/nurse practitioner relationship that all information exchange is kept in strict confidence.

NO patient information is to be released to relatives, friends, employers, insurance companies or lawyers – without the patient's written consent.

A patient's record should not be read or discussed without having a specific clinic/hospital related reason, nor should any information contained in a patient's record be used for non-clinic business. A breach of any of the provisions of this section by an employee may lead to disciplinary action, up to and including immediate termination.

Employees may not request or otherwise access their own or other family members' medical records. They must go through a physician or nurse in the department where care is provided.

Employment Relationship

Rules of Conduct

To ensure orderly operations and provide the best possible work environment, Sequoia expects its employees to follow rules of conduct that will protect the interests and safety of its patients, employees, and the organization. Sequoia's rules and policies establish acceptable standards of conduct, assure fair treatment of all employees, and enhance smoother operations of Sequoia without placing unreasonable restrictions on employees. Employees are expected to know and observe these rules to avoid disciplinary action.

While no organization can be expected to specify all potential forms of unacceptable behavior at Sequoia, the following are examples of behavior that could result in disciplinary action, up to and including immediate termination.

1. Falsification of any written reports or records, including employment applications, resumes, production records, time records, patient records, or any other Sequoia record.
2. Insubordination or uncooperative conduct including refusing to follow a manager/supervisor's reasonable requests, instructions, or orders, or refusing to abide by any rule or policy.
3. Repeated tardiness or absenteeism, even if reported, or abuse of sick leave benefits.
4. Reporting to work with the presence, in any detectable amount, of intoxicants in your body, or bringing intoxicants on company premises, or possessing or consuming intoxicants during working hours whether at Sequoia or engaged in Sequoia business, including lunch or rest breaks. Intoxicants include but are not limited to alcoholic beverages, narcotics, barbiturates, amphetamines, drugs other than those taken under the direction and prescription of a licensed physician and any other controlled substance.
5. Sale, use or possession of intoxicants on Sequoia property, in company vehicles or while on company business at any time.
6. Unauthorized removal of any property from Sequoia, its patients or its employees. Theft or unauthorized possession, use or deliberate abuse or destruction of any company property, or the property of another employee, or of Sequoia's patients, suppliers, guests or invitees. To minimize discipline based on suspicion of subjective judgment, we must reserve the right, when necessary, to conduct searches of persons and their personal belongings. Lockers supplied to employees by Sequoia shall be subject to search by the company at any time, and there should be no expectation of privacy in the lockers provided by Sequoia. Repair of the company property or equipment that is damaged as a result of willful abuse or destruction shall be at the expense of the person(s) responsible for the damage.
7. Dishonesty or disobedience of local, state or federal laws.
8. Engaging in, threatening or provoking acts of violence or bodily harm on Sequoia property or while on company business.

9. Failure to observe known or posted safety rules or general safety guidelines which could lead to potential danger to oneself, other employees, patients or company property, including failure to wear protective garments or other required devices.
10. Negligent or careless performance of assigned duties and responsibilities.
11. Incompetent or inefficient performance of assigned duties and responsibilities.
12. Conduct, which indicates an inattentive or indifferent attitude toward your duties.
13. Allowing or asking another employee to make entries on your timesheet.
14. Interference with the work performance of any employee(s), delaying or otherwise impeding production through unprotected activities or influencing or attempting to influence others to so interfere through unprotected activities.
15. Leaving your workplace before the start of breaks or quitting time (except for personal necessities).
16. Rudeness or mistreatment of a patient.
17. Gambling, or involvement in any activity connected with unapproved gambling, including lotteries or games of chance, while on Sequoia property or while conducting company business.
18. Possessing firearms or other weapons while on Sequoia premises or while engaged in company business away from company premises.
19. Violation(s) of company policy concerning security or unauthorized disclosure of confidential company or patient information to any person(s).
20. Immoral behavior, gross misconduct, harassment, or use of abusive or provocative language while on Sequoia premises or while engaged in company business away from company premises.
21. Engaging in conduct at any time and any place that could reflect negatively upon Sequoia or impair Sequoia's reputation.
22. Failure to report an injury, no matter how minor, incident or accident immediately and to fill out a First Report of Injury Form.
23. Breach of any other provision, rule or policy in this handbook.

It is not intended that this list be exhaustive, but rather illustrative of the behavior for which employees can be disciplined. Any statements of specific grounds for termination set forth in this handbook shall not be interpreted as restricting Sequoia's right to terminate employees at will for any reasons or no reason.

Employment with Sequoia is at the mutual consent of Sequoia and the employee, and either party may terminate that relationship at any time, with or without reason, and with or without advance notice.

Employee Privacy

It is Sequoia's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings,

searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. Sequoia regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Privacy—Social Security Numbers

Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

Purpose. This policy and procedure explain Sequoia’s general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

Policy. It is Sequoia’s policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

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

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

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

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

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Sequoia classifies its employees as shown below. Sequoia may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full-time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part-time. Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, full-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Training/Evaluation Period

All new (non-temporary) employees and those employees transferred or promoted to a new position within the company will go through a training/evaluation period during which your manager/supervisor will assist you in adapting to the tasks to which you have been assigned, monitor the quality and quantity of your work, observe the initiative and accuracy of your work performance, attitude, attendance and punctuality and demonstrated team spirit in the performance of the tasks. All new employees are not eligible for benefits until they satisfy the requirements of the criteria specified in the relevant benefit plan documents. All new employees are eligible to receive any vacation on day one of employment. Employees who are transferred

or promoted to a new position will retain all prior benefits. Your manager/supervisor will generally provide you with a review of the end of your training/evaluation period.

Workweek and Hours of Work

The standard workweek is from Saturday 12:00 a.m. until Friday 11:59 p.m. and generally consists of 40 work hours. Office hours are 8:30 a.m. to 5:00 p.m., with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

Meal and Rest Breaks

It is Sequoia's policy to allow one unpaid half hour lunch break. As Sequoia does not close during the noon period, lunch breaks should be staggered, and the timing should be worked out with your manager/supervisor. You are free to leave the premises during lunch but must return to your department within 30 minutes.

Two 15-minute rest breaks will be allowed, one in the morning and one in the afternoon. These breaks are generally considered a privilege and part of total hours worked. They will be granted to employees whenever possible, depending on workload requirement. The breaks will be staggered for employees by the manager/supervisor and his or her discretion. The breaks may not be combined with the lunch break.

Time Records

Sequoia is required by law to keep an accurate record of the hours you work. The time card provides the mechanism to do this. Your timecard is reviewed and approved at the end of each pay period. The payroll start date and end date must accurately reflect the pay period which starts on a Sunday and ends on a Saturday.

Your manager/supervisor will discuss the timekeeping procedure with you and answer any questions you may have.

Your time card should show hours actually worked. Your start time reflected on your time card should coincide with your scheduled start time. Any deviation from your entries should reflect exact times in and out. Lunch breaks of a half-hour or more are not considered hours worked and will not be paid. Rest breaks are counted as hours worked. Daily and weekly totals should be rounded to the nearest quarter hour increments. **Do military hours.**

Overtime

When required due to the needs of the business, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Deductions from Pay/Safe Harbor Exempt Employees

Sequoia does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

Paychecks

Sequoia's pay period for all employees is biweekly on Friday. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into employees' checking and/or savings accounts.

On-Call Policy

Sequoia recognizes the necessity for various hourly staff members to be part of an "On-Call" schedule. With the growing needs of the company the following policy has been developed for "on-call" staffing needs.

- All hourly staff will be paid an additional incentive amount per hour to be on-call
- Managers and Supervisors will determine for their area the expected minimum response time allowed to respond to a "call." Example: must be able to respond in at least 30 minutes to any call.

- Staff members who must report to “work” will be paid at the rate of time and one half for the time worked.
- Staff members who must report to “work” will be paid for a minimum of 2 hours.

Access to Personnel Files

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

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don’t work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 30 days in advance of the last day of work. Holidays and PTO will not be counted toward the 30-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of Sequoia to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on company or client premises or while performing services for the company is strictly prohibited. Sequoia also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Sequoia prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the company's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre Employment: as required by the company for all prospective employees who receive a conditional offer of employment;

For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance; and

Random: as authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoke-Free Workplace

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Immunization Policy

Immunizations will be required for all employees as follows:

PPD Testing

The company requires annual PPD screening for exposure to TB. Documentation of the results of the tests will be maintained in the employee's confidential file. A two-step PPD test is required for all employees who have not had a TB skin test within the last 12 months.

MMR (Measles, Mumps & Rubella)

Employees will be required to provide Rubella (MMR) immunization status. The employee will be requested to supply proof of two documented MMRs if born in 1957 or later or, if unable to provide proof of status, a titer will be drawn. If the titer is negative, the employee must be referred to the health department for immunization. Documentation of immunity will be maintained in the employee's confidential file. Also, documentation of history of chicken pox or documentation of positive antibody titer or two varicella immunizations or a signed waiver of declination is also required.

Hepatitis B

Employees who are designated to work in an "at risk" position will be required to receive training to occupational exposure within ten (10) working days from their date of hire. Hepatitis B vaccination will be made available to employees after the training unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, the vaccine is contraindicated for medical reasons, or a signed waiver or declination. Documentation of vaccination will be maintained in the employee's confidential file.

"At risk" positions include:

- Nurse Practitioner
- Registered Nurse
- Licensed Practical Nurse
- Medical Assistant
- Certified Nursing Assistant
- Physical Therapist

Personal Protective Equipment

Sequoia is required by OSHA to furnish designated employees with appropriate equipment and attire for on-the-job exposure. Required OSHA training will be provided in your employee orientation. Failure to comply may result in disciplinary action, up to and including termination.

Required Reporting of Injuries, Incidents and Accidents

If a patient or you are injured, no matter how minor the injury, or a special incident or accident occurs at Sequoia, you are required to immediately report to your manager/supervisor and complete a First Report of Injury Form. The completed form must be returned to your manager/supervisor.

When completing the First Report Of Injury Form, take care to note the date, time, location and circumstances regarding why and how the injury, incident or accident occurred. View the area and document any findings, observations and witnesses to the event.

Never accept responsibility for an incident on behalf of yourself or Sequoia, nor relate similar incidences to a patient or employee.

Failure to complete and return the First Report of Injury Form is grounds for discipline, up to and including termination.

CPR Training Policy

Sequoia will require all employees who are involved in patient care areas to obtain and/or maintain CPR certification.

CPR certification is required of all employees with direct patient care contact. CPR certification is not required for those individuals working in the business office.

Employees required to have CPR certification the cost of the training will be paid for by Sequoia.

Annual verification of certification is the responsibility of each individual employee. The verification will be maintained in the employee's personnel file.

Workplace Violence Prevention

Sequoia is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, the company discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Sequoia employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Sequoia prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, Sequoia may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all company property and other items that are in violation of company rules and policies.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dialing 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Emergency Closings

Sequoia will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for actual hours worked, or they can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voicemail, text, and e-mail messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with Sequoia. All employees, including part-time employees, must obtain prior approval from the HR department before undertaking any outside employment or other work activity.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job. However, an employee on a leave of absence may continue to work in the outside job if this employment has been approved by the company under this policy and the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Personal Appearance –Appropriate Dress

Your appearance is an important contribution to the impression and evaluation of the company by our patients. Neatness of attire, cleanliness of apparel and appropriate dress all contribute to the professional image of Sequoia and of you.

Sequoia has established a dress code policy to keep with its mission statement and assure that we project a professional image at all times. Please keep in mind that these are general guidelines. For specific occasions, the department manager of the HR department may announce variations to the policy.

Listed below are guidelines regarding appropriate dress:

- Name Tags are to be worn at all times.
- Uniform Scrubs are required, they must be kept neat, clean and in good repair.
- Any clothing or jewelry depicting alcohol, drugs, satanic or anti-social messages are not allowed.
- Excessive or offensive tattoos are not allowed. All visible tattoos should be covered while at work.
- No hats, caps or other head gear unless requested for religious reasons.
- Open-toed, open back shoes or mules are not allowed.
- Sexually provocative clothing are not allowed (sheer clothing, low-cut blouses or shirts exposing cleavage, and strapless/spaghetti straps).
- Any lanyard worn around the neck must have the breakaway type
- No jeans are allowed, except on special company-wide jean days.

Cell Phone Safety and Driving

Safe driving is the first priority when operating a vehicle while driving on Sequoia business. Employees' first responsibility is to pay attention to your driving. They should never allow a cell phone or other mobile device to distract them from concentrating on driving.

Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill business needs. Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid using cell phones while driving and avoid it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program their destination into navigation apps or GPS devices before they start driving.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to discipline.

Social Media Acceptable Use

Sequoia encourages employees to share information with coworkers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the company has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with Sequoia equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Sequoia confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the company’s policies.

Post disclaimers. Employees who identify themselves as company employees or discuss matters related to the company on a social media site must include a disclaimer on the front page stating that it does not express the views of the company and that the employees are expressing only personal views—for example: “The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize the company's competition and should not use it to compete with the company.

Confidentiality. Employees should not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Employees should remember that new ideas related to work or the company's business belong to the company. Do not post them on a social media site without the company's permission.

Trademarks and copyrights. Employees should not use the company's or others' trademarks on a social media site or reproduce the company's or others' material without first obtaining permission.

Avoid statements about the company's future. Because the company is publicly held, writing about projected growth, sales and profits, future products or services, marketing plans, or the stock price may violate Securities and Exchange Commission (SEC) rules or other applicable laws.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which include all office areas.

"Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Computers, Internet, E-Mail, and Other Resources

Sequoia provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computers, phone, portable electronic devices, or other communication tools. All communications made using company-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an email, a voicemail, or another communication, a copy may be archived on the company's systems.

Employee use of company-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company's systems, as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It is also against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

The company encourages employees to use email only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external emails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside the company.

All use of company-provided communications systems, including e-mail and Internet use, should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for company business purposes and are critical to the company's success, your communications may be accessed without further notice by IT department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing company information may cause breaches of security that result in the loss of company confidential commercial data, the loss of vital research data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the company. Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance accounts, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Disciplinary Procedure

Sequoia expects employees to comply with the company's standards of behavior and performance and to correct any noncompliance with these standards.

Criteria for Discipline

- Any employee may initiate the reporting process by completing a concern/non-injury report.
- Corrective action may include a verbal warning, a written reprimand, a suspension with or without pay, and termination, although the entry level for a particular violation will vary according to the seriousness of the circumstances and under the sole discretion of Sequoia management.

- When an employee feels his or her manager/supervisor has treated him or her unfairly, the employee may contact Human Resources to assist with resolution.
- The lists of inappropriate employee conduct in the Code of Conduct, the Handbook and other Sequoia Medical Services LLC policies, may be used to serve as a guideline for corrective action, but will not be an exclusive list of behaviors for which discipline may be applied.
- The following individuals may deliver coaching, counseling, or corrective action: Executive/Owner, Manager/Supervisor, and Human Resources.
- Disciplinary action will be documented and maintained in the individual's personnel file. It is expected that the leadership team apply these rules fairly and equitably. At all times, the care and safety of our patients and others will be paramount.

Under normal circumstances, Sequoia endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the company's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Preliminary Process:

Before initiating disciplinary action, a member of the Sequoia leadership team may, but are by no means required to, utilize a variety of corrective measures to address deficiencies in performance. These include coaching and/or counseling sessions, requirements for additional training and making agreements about expected conduct /performance changes.

Formal Discipline Process:

Step 1: Warning. Warnings are given to employees in order to point out, in a manner beyond that of normal supervisory instructions and the preliminary corrective process above, the need for corrective action. Documentation of the incident including notation of the improper conduct or rule violated and the date the warning was given, will be prepared by the leadership member and kept in the employee's personnel file. The employee will be asked to acknowledge receipt of the warning by signing it. If the employee refuses to sign the document it will be noted on the form. A warning shall clearly state that the employee's conduct is being addressed through the disciplinary process and that further consequences will apply unless improvement occurs.

Step 2: Reprimand. Reprimands are usually issued for a second occurrence or a more serious improper conduct. A pattern of continued, through different violations may also result in a reprimand. A reprimand shall clearly state that the employee's conduct is being addressed through the disciplinary process and that further consequences will apply unless improvement occurs. The employee will be asked to acknowledge receipt of the reprimand by signing it. If the employee refuses to sign the documentation, it will be

noted on the form. The original copy of the written reprimand is routed to HR for inclusion in the employee's personnel file.

Step 3: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the director of HR. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence. The Executive/Owner or Human Resources will review employee suspensions. If unusual circumstances exist and this review is not possible prior to the suspension, the employee will be informed that a review will occur, and that the employee will be reinstated with back pay if applicable, should the action be overturned. Suspended employees, including physicians, are not entitled to use any paid benefit time while on an unpaid suspension.

Step 4: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination. Documentation of the incident, including notation of the improper conduct or rule violated and the date the termination was effective, will be prepared by the leadership member and kept in the employee's personnel file; a copy will be offered to the employee. The executive/Owner must approve all non-physician employee terminations.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Time Off and Leaves of Absence

Vacation

Sequoia recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid vacation time to full-time employees for this purpose, and employees are encouraged to take vacation during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule.

Full-time employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day):

<u>Service Period</u>	<u>Annual Vacation</u>	<u>Total Hours</u>
Year of Hire	7 days	77 hours
Years 1-3	10 Days	110 hours
Years 4-6	14 days	154 hours
Years 6+	21 days	231 hours

New employees accrue paid vacation at the start of employment but may not take any vacation until they have completed at least 90 days of employment. PTO may be taken for any reason including but not limited to, vacation, personal time, sick time, mental health, etc. It is encouraged that employees stagger their vacation throughout the year so that it is not lost at the end of year. Approval of PTO requests will be at the sole discretion of management. Taking off more than 2 weeks in a row will be considered a leave of absence and must be requested separately from PTO requests.

It is encouraged that employees utilize their PTO throughout the year as PTO requests in the month of December will be approved on a limited basis at the sole discretion of management. PTO may be utilized for physical or mental health, vacation, appointments, personal commitments and other situations which require an employee to be absent from work. It is not appropriate or allowed to “flex” time for these situations, PTO should be utilized. When you are scheduled to work, you should be engaged in productive work for the company.

Generally, employees should submit vacation plans to their supervisor at least four weeks in advance of the requested vacation date. Vacation may be scheduled in increments of 1 full workday up to a maximum of two weeks in a row. Managers have the right to designate when some or all of vacations must be taken.

Vacation should be used in the year it is earned. Employees will be permitted to carry over up to 40 hours of accrued vacation to the following calendar year. Unused vacation will be forfeited.

Military Leave

Sequoia supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five years and still retain employment rights.

Bereavement Leave

Employees with more than three months' service may take up to three days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

The company may require verification of the need for the leave. The employee's supervisor and HR will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of eight hours for one day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Jury Duty/Court Appearance

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be provided time off for jury duty in accordance with applicable laws. If an employee is released from jury duty after four hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Time Off for Voting

Sequoia recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, employees will have sufficient time outside working hours to vote. If for any reason an employee thinks this will not be the case, they should contact their supervisor to discuss scheduling accommodations.

Domestic Violence Leave

Employees with more than three months' service may be granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence. Such leave may be used to seek an injunction, obtain counseling or services from a victim-services organization, to make the home secure or seek new housing, or to seek legal assistance arising from the act of domestic violence.

Employee Compensation and Benefits

Sequoia strives to meet the following goals for salary administration:

- To recruit competent personnel
- To establish and maintain pay levels, which are competitive with those paid by clinics/hospitals which operate in and recruit from similar marketplaces as Sequoia, and which coincide with Sequoia's ability to pay.
- To pay employees based solely on performance and merit, which is the degree to which results achieved are consistent with, or better than, results expected on the job.

Sequoia recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPDs), which are found on the company intranet, or contact the HR department. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Health, Dental and Vision Insurance

Full-time employees working 40 hours or more per week are eligible for insurance on the first of the month following 90 days of service. To keep coverage in force, every insured employee must work a minimum of 40 hours per week. Sequoia will cover up to 50% of the premium for health insurance.

Group Life Insurance

Sequoia provides life insurance for full-time employees who work a minimum of 40 hours per week. Employees are eligible for this benefit on the first of the month following 90 days of service. The life benefit is up to \$50,000. The cost of this coverage is paid for in full by the company.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Sequoia pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The supervisor will complete an injury report with input from the employee and

return the form to the HR department. HR will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

Mileage reimbursement

While at this time, Sequoia does not offer reimbursement for mileage. It is encouraged that employees continue to track their mileage as this may be a deductible expense for their personal taxes. Employees are encouraged to contact their CPA or tax preparer for more information on business expenses that may be deductible on their tax return.

Training Expense Reimbursement

After 90 days of employment with Sequoia, receipts for licensing and CME can be submitted to leadership for reimbursement up to \$2000/year. If an employee has had training expenses reimbursed and leaves the company prior to one year of service, that employee will be responsible for repayment of this expense to Sequoia.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Sequoia. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, company practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the company's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE