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This Employee Handbook has been developed to help you become acquainted with our company and answer many of your questions. We are happy to have you with us, and sincerely hope that your association with our company will be pleasant and successful.

*It should be emphasized that this handbook is a guide only.* All management responsibilities and prerogatives traditionally conferred upon employers are retained by the company, including the right to exercise our discretion and judgment to establish and administer policies, practices and procedures in the best interests of the company. Accordingly, it may be necessary from time-to-time, as business needs warrant, to add to, alter, modify or amend this handbook.

Because this handbook was drafted as a guideline for our employees, **IT SHALL NOT BE CONSTRUED TO FORM A CONTRACT BETWEEN THE COMPANY AND ANY EMPLOYEE.** Your employment relationship with PMC, while we hope to be a long and prosperous one, is at-will, and just as you are free to terminate your employment at any time, the company is likewise free to terminate your employment at any time, for any reason, with or without notice.
PMC is a healthcare management company dedicated to the provision of world class services. The PMC team, comprised of anesthesiologists, nurse anesthetists, and healthcare managers, is driven to provide the best quality anesthesia as defined by national benchmarks, and supported by results oriented and quantifiable management services. PMC will aggressively pursue growth, retention, and differentiation strategies that will result in PMC becoming the number one anesthesia company in the United States. In addition to providing anesthesia services, PMC will investigate and implement other healthcare management strategies that bring value to the company.
PMC is an equal opportunity employer, and assures equal employment opportunity to all persons regardless of race, color, age, sex, creed, religion, veteran's status, national origin, physical or mental disability, or any other status protected by law.

PMC is also committed to compliance with the Americans with Disabilities Act ["ADA"]. Should any employee become disabled, as defined under this law, he or she is encouraged to notify management of any reasonable accommodation such employee needs in order to continue to perform the essential functions of his or her job.
It is the intention of PMC to promote a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including harassment on the basis of race, religion, sex, age, disability, national origin, or other protected class.

While all forms of harassment are prohibited, it must be emphasized that sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

For purposes of this policy, the term "sexual harassment" is defined as any type of sexually-oriented misconduct that is unwelcome, in the sense that the employee did not solicit or incite it, and in the sense that the employee regarded the conduct as undesirable or offensive.

Reporting Harassment: Any employee, male or female, who believes that the actions or words of a supervisor, fellow employee, customer, vendor or other third party who has a business relationship with PMC, constitute unwelcome harassment has a responsibility to report or complain as soon as possible to his/her supervisor and/or to Human Resources, the Medical Director, or the Chief CRNA. Moreover, it is the responsibility of each employee of PMC to report any complaints he or she receives from any individual. All complaints of harassment will be investigated promptly, and with due regard for impartiality and confidentiality. Any person who is found to have engaged in such conduct will be subject to discipline, up to and including discharge. In the event that the complaint involves a non-employee of PMC, such as a customer, vendor, patient or hospital staff member, management will take appropriate steps to end the harassment.

Neither PMC nor any of its management will retaliate or take any adverse action against any person for reporting incidents of unlawful harassment. At the same time, the company recognizes that false accusations of harassment can have serious effects on innocent persons. If an investigation results in a finding that a person who has accused another of harassment has maliciously or recklessly made false accusations, the accuser will be subject to appropriate
sanctions, up to and including discharge.
Introductory Period: All employees are on an introductory period during their first ninety (90) days of employment. During this period of time, you will be able to determine if your new job is suitable for you, and your supervisor or will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time thereafter. PTO benefits begin to accrue on the date of hire. All other benefits begin on the first day of the month after the hire date.

Exempt or Non-exempt: The federal Fair Labor Standards Act sets criteria for whether an employee is entitled to be paid overtime. Exempt employees are those who are employed in an executive, professional, or administrative position and are expected to work all hours as required without being paid overtime, and who receive an annual salary for their position. Non-exempt employees are paid on an hourly basis and are entitled to be paid overtime for all working hours over 40 in a workweek at a rate of one and one-half times their regular hourly rate of pay. Working hours do not include hours taken as holiday or PTO; rather, they are physical work hours performed by the employee during the work week.

Full-time employees: Those employees who are normally scheduled to work between 30 and 40 preset regular hours per week, depending on clinical site. Full-time employees are eligible for all of the benefits set forth in this handbook.

Part-time employees: Those employees who are scheduled to work fewer than 30 hours per week. Part-time employees are not eligible for most benefits.

"PRN" employees: Those employees whose work schedules (both as to hours and days of work) vary according to the needs of PMC. PRN employees are paid on a per diem basis, and are not entitled to any benefits. There are no preset hours, and hours are not guaranteed.

Locum: A locum is an agency, contractor or outsourced employee not directly employed by PMC. A locum is not entitled to any of the benefits or entitlements guaranteed to regular PMC employees.
The first day you report to work will be recorded in company records as your anniversary date. This date is used to calculate many different company benefits. If you have any questions regarding your anniversary date, please contact Human Resources.
Employee credentialing files generally contain the following types of information: employee information sheets; copies of licenses; identification cards; education records such as diplomas, etc.; credentialing applications; and malpractice coverage.

Employee personnel files generally include the following: job application, job description, resume, records of participation in training events, salary history, benefits records, disciplinary actions, performance reviews, coaching, mentoring, payroll information, and other non-medical employment related paperwork.

Credentialing and personnel files are the property of PMC and are kept in Human Resources in locked file cabinets. Access to these files is restricted to management of the company who have legitimate reason to review the files.

Employees who wish to review their own file should contact Human Resources. With reasonable advance notice, the employee may review the file in the company offices, and in the presence of a member of the credentialing or Human Resources staff. Copies of information contained in an employee's own file may be obtained by making a written request to the credentialing or Human Resources office.

PMC relies upon the accuracy of the information contained in employment applications, credentialing applications, resumes or curriculum vitae, as well as other data presented during hiring and employment. Any misrepresentations, falsifications, or material omissions in any of the above documents or data may result in termination of employment.

PHYSICIANS AND CRNAs ARE RESPONSIBLE FOR KEEPING THEIR CREDENTIALING FILES UPDATED.
PMC is not responsible for any personal belongings in the workplace. Any damage or loss of any personal property is not the responsibility of the company or facility, regardless of where the property is located (lockers, desk, etc.). It is recommended that individuals not keep excessive money or jewelry in the workplace. Valuable personal items, such as purses and all other valuables, should not be left in areas where theft might occur.
As a safety and security precaution all clinical employees are required to wear an identification badge at all times while on duty. It is the employee's responsibility for keeping their own badge. If an employee loses or forgets a badge, he/she must notify their supervisor immediately so that a temporary badge may be obtained, or a new badge ordered. The employee may be responsible for the expense of replacing a lost badge.
COMPENSATION
All employees who are not on an automated clock in and out system are responsible for recording their own time. Time sheets may be obtained from the manager or from the Payroll Department. Time sheets for each division should be submitted by the department supervisor or Medical Director after they have been reviewed. If the employee submits their own time, the time sheets should be approved by the appropriate supervisor. All time sheets are due to the Payroll Department by 12:00 noon on the Monday of payroll week.

The following is the timekeeping procedure:

- Each employee should record their own time every day. This includes time in and time out and type of shift worked (i.e., weekend differential, overtime, beeper call, etc.)

- Time sheets should be reviewed by the Medical Director/Chief CRNA for accuracy and signed before returning to Payroll by 12:00 noon on Monday of payroll week.

- Payroll is transmitted at 2:00 p.m. on the Tuesday of payroll week. Generally no changes can be made after the payroll has been transmitted. If an employee needs to adjust hours after this point, the change will be reflected on the next pay check.
For payroll purposes, the workweek starts on Sunday and ends on Saturday at midnight.
You will be paid every other week on Friday for the period which has ended on the previous Saturday.

When our payday falls on a holiday, you normally will be paid on the last working day before the holiday.

Pay advances will not be granted except in emergencies on a case by case basis.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor or the payroll department immediately for assistance in taking the steps necessary to correct the error.
The company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement. Any change to W-2 withholdings must be in writing. Forms are available at www.anesthesiapmc.com.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with their supervisor or with the Payroll Department.
Business expenses incurred by an employee must have prior approval by a supervisor. *If prior permission is not obtained, reimbursement may be denied.*

Reimbursement requires completion of a reimbursement request with original receipts attached and a supervisor's signature. Mileage may also be reimbursed with the appropriate form. All completed requests must be turned in to the Payroll Department. Checks will be cut weekly.
PMC requires all employees to participate in direct deposit. Your pay will be deposited into your bank account through this program. You will be asked to provide a voided check and sign the authorization upon hire. If there are any changes to your bank account please notify HR. If there are changes to your checking account, the first payroll after your change will be a live check mailed to your home address. Then your second check will be direct deposited.
PMC Office Staff and Non-clinical Employees

The PMC office is open for business forty (40) hours per week. Overtime compensation is paid to non-exempt employees for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate.

Time off for personal time, vacation, holidays, or any leave of absence will not be considered "hours worked" when calculating overtime. Likewise, PTO time may not be used to achieve overtime. Overtime is based on actual hours worked during the work week. If an employee has accrued PTO and is requesting time off, PTO must be used in lieu of time off without pay.

PMC Clinical Sites

Overtime for non-exempt employees at clinical facilities and sites may be calculated on hours worked after shift and any hours in excess of 40 hours per week, depending on job classification and location.

Again, time off for personal time, vacation, holidays, or any leave of absence will not be considered "hours worked" when calculating overtime. Likewise, PTO time may not be used to achieve overtime. Overtime is based on actual hours worked during the work week.

Exempt employees (e.g., CRNAs) are paid depending upon the site to which you are assigned. See Medical Director and/or Chief CRNA for details on how your pay is computed.

Physicians

Physicians who work at PMC facilities hold exempt salaried positions and are not qualified for overtime pay. Physicians' base salaries are based on a 40 hour work week, but are calculated to compensate for the frequent days in which more than eight hours are required to provide patient care.

If staffing permits, actual hours worked and frequency of call may be less. This will not result in a reduction of salary. Physicians who work entire extra shifts may qualify for additional
compensation. The amount of this additional compensation is budget dependent and facility specific.
It may be necessary for individuals in certain positions to be available by telephone after hours during the week or on the weekend. Employees who are required to be on call will be compensated for the hours during which they are on call.

On call employees must be able to reach the hospital to report to work within a certain time frame, which is site specific. Please check with your Medical Director.

While on call, employees must refrain from the consumption of alcoholic beverages or any prescription or over-the-counter medication which may impair the employee's ability to perform his duties.
PERSONNEL MANAGEMENT
To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information. It is the responsibility of each employee to promptly notify Human Resources of any changes in information such as: name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries.
PMC will not honor any oral requests for references. All requests must be in writing directed to Human Resources and on the requesting company's letterhead. Generally, with the employee's written authorization, we will only confirm our employee's dates of employment, and job title. We do verify salary history with mortgage companies.

Under no circumstances should any employee provide another individual with information regarding current or former employees of Parish Management Consultants/Parish Anesthesia unless it is a peer reference letter from the Medical Staff/Credentialing Office of a facility in which that individual is applying for clinical privileges. If this request is received by a Medical Director or Chief CRNA of PMC/Parish Anesthesia, please forward it to Human Resources prior to returning the completed form to the requesting hospital's Medical Staff Office.
PMC maintains a job description for each position in the company. The job description outlines the duties and/or responsibilities of the position. When the duties and the responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see your supervisor or Human Resources or go to www.anesthesiapmc.com.
An employee's standard work hours and breaks will depend upon the site, location and business volume.

Breaks are 15 minutes or less. Breaks are not guaranteed or required by law. If workload permits, employees may take one 15 minute break for each four hours worked.

A 30 minute meal period is required when an employee works more than six hours. The meal period is not counted as hours worked at the corporate office. If the meal period is interrupted with work, the employee will be paid for the entire 30 minute period.

Employees who utilize time cards must punch in and out (or sign in and out) for the unpaid 30 minute meal period. Any employee who abuses this time period by not properly recording hours will be subject to disciplinary action.
Current job openings are generally posted by HR on the website. The HR Department will also notify the supervisor at each facility of all open positions at www.anesthesiapmc.com.

All employees interested in a posted position must contact their immediate supervisor. The supervisor will then notify Human Resources. All appropriate forms must be completed. Qualified applicants will be interviewed.
PMC will ensure that all transfers and promotions are handled efficiently and consistently. This process should also ensure that the appropriate staff is involved and aware of the details.

Any current employee interested in applying for a job within the company must contact Human Resources. HR will verify eligibility of transfer and forward the request to the Medical Director/Chief CRNA, who will either approve or deny the request. If the request is denied, HR will notify the employee.

If the request is approved, the employee will interview with the Medical Director/Chief CRNA. The hiring manager will communicate with HR on the transferring decision. HR will notify the applicant and extend the offer of transfer.

The parties will establish a reasonable release/start date. Once all the details of the offer are finalized, HR will create an offer letter and send it to the candidate with copies to the Medical Director/Chief CRNA.

While there will be no lapse in benefit coverage, there is no guarantee that the transfer will result in the same benefits or salary as the previous position.
PMC has a fair and impartial procedure for handling problems and grievances of employees. Such problems or grievances can be anything within an employee's work environment that is causing distress or feelings of having been treated unfairly.

The following procedure may be used to handle any discussion regarding disciplinary actions, performance evaluation and other problems or concerns that employees may have regarding their job, position, or work environment:

1. Employees are encouraged to resolve any work-related concern with their immediate supervisor. Other channels of communication include discussions with the Medical Director, Chief CRNA or VP of Human Resources. A discussion with the immediate supervisor within the division generally leads to the resolution of most problems. If, however, the concern remains, the employee may contact the Contract Manager.

2. The Contract Manager will confidentially share the concern with the Medical Director/Chief CRNA and Human Resources.

3. The Contract Manager will schedule a meeting, if needed, with the employee, Medical Director, and HR to attempt to resolve the issue.

4. Should the employee disagree with the decision, he/she may contact the Chief Operating Officer or Chief Executive Officer of the company for further discussion.
EMPLOYEE HANDBOOK
Section 3: Personnel Management
Policy: Annual Performance/Competency Evaluations
Policy No.: 3.8
Revised: April 15, 2014

Your performance is important to our company. Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the company.

All employees will receive an annual evaluation, regardless of whether they have worked a full twelve month period. Employees who have worked fewer than 12 months, will be evaluated based on the number of months actually worked. The manager will conduct the evaluation based on the employee's performance and compare it to the job description.

All CRNAs will also receive an annual competency review, as required by the Joint Commission. This review will be conducted by the Medical Director and Chief CRNA.

**Performance reviews do not guarantee a salary increase.**
EMPLOYEE HANDBOOK
Section 3: Personnel Management
Policy: Corrective Counseling Process
Policy No. : 3.9
Revised: April 15, 2014

The Executive Management of PMC determines at its sole discretion the level of discipline to be applied for any infraction of company policy. In making such determination, the company will consider the circumstances of each case, including the severity of the misconduct, the nature of previous job performance, the length of service, type of position, and level of responsibility held by the employee.

The types of corrective counseling utilized by the company consist of: verbal warning, written warning, and suspension. Again, these levels of discipline will be applied at the company's discretion without strictly following any particular order.

Where discharge or suspension is being considered, it may be appropriate to suspend the employee, with or without pay, pending further investigation. An investigatory suspension is to be issued promptly after management becomes aware of the incident. If it is determined that the conduct did not warrant a disciplinary suspension or termination, the employee may be reimbursed for any lost wages incurred.
EMPLOYEE HANDBOOK  
Section 3: Personnel Management  
Policy: Termination  
Policy No. : 3.10  
Revised: April 15, 2014

Employees separating from employment with PMC are terminated either voluntarily or involuntarily. PMC does not provide a "letter of reference" to former employees. Instead, upon request, we will confirm our employees' dates of employment, and job title.

All facility or company property must be returned upon termination. Otherwise, the company may take further action to recoup any replacement costs and/or seek the return of our property through appropriate legal recourse.

You should notify Human Resources if your address changes during the calendar year in which termination occurs so that our tax information will be sent to the proper address.

Voluntary terminations are generally a result of employee initiative, such as resignation, retirement or death. In the event of resignation or retirement, the employee must submit a resignation notice stating their last date of employment. Employees will also be asked to provide an exit interview with Human Resources.

Non-clinical employee must give at least 2 weeks notice. CRNAs are to requested to provide 4 weeks notice. Physicians are required to provide 60 days notice to be in accordance with their employment contract and to insure adequate compliance with termination procedures. Exceptions should be discussed with the Human Resources representative. Your thoughtfulness in providing the requested notice is appreciated and will be noted favorably should you ever wish to reapply for employment with us.

Employees will receive a separation notice from the company within 15 business days. Any remaining pay for hours worked or PTO will be paid to the employee on the next regular pay day for the pay cycle during which the employee was working, or no later than 72 hours following the date of termination, whichever occurs first. No manual checks will be issued, unless granted by management.

All facility property must be returned to the facility within 72 hours of termination. Such property includes hospital uniforms, badges, parking cards, keys, beepers, cell phones, etc.

Involuntary terminations are initiated by PMC, and can be for any reason, with or without notice. If appropriate, Security personnel may be requested to assist in securing the return of all company property, in clearing out the employee's desk, locker or personal belongings, and to escort the employee from the premises.
Employees involuntarily terminated will receive a separation notice from the company within 72 hours business days. Any remaining pay for hours worked or PTO will be paid to the employee on the next regular pay day for the pay cycle during which the employee was working, or no later than 15 days following the date of termination, whichever occurs first. No manual checks will be issued, unless granted by management.
PMC may consider re-employment of former employees who were terminated either voluntarily or involuntarily. The terms of re-employment are based on the length of time that the employee has been separated from PMC.

- **Reinstatement** - where the former employee is re-employed by the company within 90 days of their prior termination date. The employee retains the original hire date, returns to benefits with no waiting period, and retains their 401(k) status for vesting purposes. The rate of pay previously received is not guaranteed.

- **Rehire** - where the former employee returns to the company more than 90 days from their prior termination date. The employee will be treated as a new employee without credit for prior tenure or accumulated benefits. The employee may, however, begin re-contributing to their 401(k) at their same status, so long as the rehire is made within five (5) years. If an employee is rehired beyond a five year period, they will lose all 401(k) status.

Approval for reinstatement/rehire must be made by the *original* site Medical Director and Human Resources. HR will first check rehire status by referring to the reasons for termination. If rehire eligibility is "yes," HR will confirm with the original Medical Director, and the hiring Medical Director will then be notified that the offer of re-employment may be extended.

If rehire eligibility is "no," HR will notify the hiring Medical Director. A "no" rehire will not necessarily result in the employee not being considered for re-employment at another site. This determination will be made solely by HR, the Contract Manager, and the Medical Director, depending upon the circumstances of the original termination.

**Under no circumstances may a physician or CRNA be rehired without going through the proper procedures.**
PMC has developed a comprehensive set of employee benefit programs to supplement our eligible employees' regular wages. Our benefits represent a hidden value of additional income to our employees. Currently, our benefit package includes:

- Health insurance
- Dental insurance
- Life insurance
- AD&D life insurance
- Short Term Disability
- Long Term Disability
- 401(k) Retirement Plan/Pension Profit Sharing
- Employee Assistance Program
- Cafeteria Plan/FSA
- Paid Time Off
- Paid Holidays
- Malpractice Insurance (as applicable)
- Vision
- Voluntary life

Please refer to the actual benefit plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling and supersede any contrary information contained in this handbook.

We believe that our benefits are competitive and we maintain this standard by periodically reviewing each benefit program. Accordingly, the company reserves the right to modify its benefits at any time. We will keep you promptly informed of any changes.
Full-Time Employees - A full-time employee qualifies for all available benefits.

Part-Time Employees - A part-time employee qualifies to enroll in the 401(k) plan (which includes profit sharing and matching). All plan requirements must be met annually. Malpractice insurance coverage may be available depending on the requirements of the facility/site of employment. No other benefits are available to part-time employees; however, some sites may offer pro-rated PTO. You will be notified if you qualify for PTO at the site to which you are assigned.

PRN and Locum Employees - These employees do not qualify for participation in any benefit programs.
Eligible employees and their covered dependents will have the opportunity to continue group health benefits under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) when group coverage would otherwise end due to the employee's death or because of any of the following reasons (known as "qualifying events"):

- Your employment terminates, for a reason other than gross misconduct;
- Your employment status changes due to a reduction in hours;
- Your child ceases to be a "dependent child" under the terms of the plan;
- You become divorced or legally separated; or
- You become entitled to Medicare.

The COBRA administrator (Conexis) will notify the individuals eligible for continuation coverage of their right to elect COBRA.

Generally qualified beneficiaries may continue coverage under COBRA thirty-six (36) months from the date of the qualifying event. However, if the qualifying event is an employee's termination or reduction in hours of employment, continuation coverage under COBRA will last for only eighteen (18) months from the date of the qualifying event. This eighteen month period may be extended to thirty-six months if other events (such as death, divorce, legal separation, or Medicare entitlement) occur during this eighteen month period. However, in no case will any period of continuation coverage be longer than thirty-six months.

Also, the eighteen (18) month period may be extended for an additional eleven (11) months (to a total of twenty-nine (29) months) if a qualifying beneficiary is determined to be disabled by the Social Security Administration at any time during the first sixty (60) days of continuation coverage. In order to qualify for this extension, PMC must be notified of the disability determination within sixty (60) days of the determination and before the expiration of the original eighteen (18) month period. The affected individual also must notify PMC within thirty (30) days of any final determination that the individual is no longer disabled. If the qualified beneficiary entitled to the disability extension has nondisabled family members, those nondisabled family members also are entitled to the twenty-nine (29) month extension. In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.
Continuation coverage will be canceled for the following reasons:

- PMC no longer provides group health coverage to any of its employees
- A COBRA premium is not paid on time;
- Qualified beneficiary becomes covered, after the date of COBRA election, under another group health plan, which does not exclude or limit coverage for the qualified beneficiary's preexisting conditions;
- Qualified beneficiary becomes entitled to Medicare after the date of the COBRA election; or
- Qualified beneficiary is no longer determined to be disabled, where coverage was extended because of disability beyond eighteen (18 months).

*PLEASE NOTE that as of the time that this policy was drafted, there was legislation pending in Congress that may change the information contained in this policy. If you have any questions, please consult the plan administrator or Human Resources.*
PMC normally recognizes the following holidays. Full-time employees are eligible for this benefit immediately upon employment:

- New Year's Day
- Mardi Gras Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Employees working at clinical facilities and corporate office will observe the holidays that are observed by that facility. Substitutions may be made for local holidays or observed religious holidays.

Employees who work their regularly scheduled day/shift before and after the holiday will be eligible for eight (8) hours of holiday pay (based on a 40-hour work week) at their current rate of pay.

Hourly nonexempt employees who work the holiday may be paid at time and one-half for the hours worked on the holiday. This policy may verify from site to site.

If a holiday falls on a regularly scheduled day off or during vacation, eligible employees will be paid for the holiday (based on their current rate of pay) in lieu of the vacation.

Holiday pay is not included in total hours worked for the purpose of calculating overtime.
All full-time employees of PMC may use accrued PTO to replace any missed hours. To get paid for PTO, employees must notify their supervisor who will notate this on the time sheets that are turned in to the Payroll Department by the Monday before pay day. (This is also the deadline when time sheets are due).

Scheduled time off will be granted as requested if staffing needs and the work load of the work unit can be properly covered, as determined by the manager/director.

The amount of PTO varies by position and facility location.

Accurate payroll information as it relates to time off is imperative to maintain correct records. Payroll will input time off into ADP, which will calculate the employee's accruals. Accruals are based on hours worked and will reflect on each employee's pay stub.

Depending on the facility, employees may be allowed to roll over up to two (2) weeks of PTO. This rollover is subject to change annually depending upon each facility's budget.
The following guidelines apply to all leaves of absence:

1. All leaves of absence are unpaid leave.

2. Employees must provide as much advance notice as possible for a leave of absence, but no less than 30 days for a foreseeable leave.

3. Except in emergency circumstances, a leave of absence cannot be approved unless an employee completes a Request for Leave of Absence form and submits the appropriate supporting documentation. The leave is not approved until all appropriate signatures have been obtained and Human Resources has completed its portion of the Request for Leave of Absence form.

4. If a Request for Leave of Absence form is submitted and the request for leave denied, specific reasons for denial will be provided on the form.

5. An unapproved leave of absence will result in a voluntary termination of employment.

6. Any employee who engages in other employment during an approved leave of absence, except military service during military leave, will be terminated on the start date of the other employment.

7. Health insurance benefits will continue during an employee's approved leave of absence so long as the company receives the employee's regular monthly premium contributions in a timely manner. Human Resources will advise the employee in writing of the payment amount and due date. Coverage may lapse if the payment is not received within 30 days from the due date.

8. Employees do not receive holiday pay during a leave of absence, nor do they accrue PTO. Any bonus that may be due will be pro-rated based upon the time actually worked, excluding the leave.
Employees of PMC are eligible for family and medical leave if they have at least 12 months of service, have worked at least 1,250 hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

**Military Caregiver Leave.** In addition, an employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while on active duty may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the types of leave listed above.

**Notice of Leave.** When requesting leave, the employee must:

- Supply sufficient information for PMC to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.
**Intermittent Leave:** When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with PMC to arrange reduced work schedules or intermittent leave so as to minimize disruption of business operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

**Medical and other Certifications:** Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

PMC, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, PMC may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

**Fitness for Duty Certifications:** Because PMC wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

**Maintenance of Benefits:** PMC will maintain health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. Any amounts owed will be deducted from pay upon the employees return to work. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse PMC for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.
Concurrent Leave: Employees must use any accumulated sick leave, vacation time, or paid time off (PTO) to the extent available during FMLA leave unless such leave is covered under workers' compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Married Couples Who Work for PMC: If an employee and his/her spouse both work for PMC, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 26 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Absenteeism: FMLA leave may be counted as an absence under PMC's attendance policy.

Return from Leave: Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with PMC. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.
EMPLOYEE HANDBOOK
Section 4: Employee Benefits and Leave Time
Policy: Maternity Leave
Policy No.: 4.8
Revised: April 15, 2014

Any employee who becomes pregnant while employed by PMC shall be entitled to unpaid leave of up to six weeks for the normal pregnancy, childbirth, or related medical condition. There is no waiting period for leave eligibility under Louisiana law.

In the event that a disability results from the pregnancy, childbirth or related medical condition, the employee is entitled to an unpaid leave for a reasonable period of time, not to exceed four months, if medically necessary. The employee will be required to submit a medical certification indicating the medical necessity for the extension of the normal pregnancy leave.

Pregnancy leave shall run concurrently with FMLA or any other employer-provided leave. Where the employee is FMLA eligible, all other rules related to FMLA leave will apply to pregnancy leave if the employee is not eligible for FMLA leave, she may be required to elect COBRA to maintain her group health insurance coverage during her pregnancy leave.
EMPLOYEE HANDBOOK
Section 4: Employee Benefits and Leave
Time
Policy: Personal Leave
Policy No.: 4.9
Revised: April 15, 2014

Eligibility for leave: Any employee who is not eligible for, or who has exhausted FMLA leave, may be eligible for a personal leave as described in this policy. Employees must first exhaust FMLA leave or leave required by state law before becoming eligible for personal leave. Certain circumstances, employees may be eligible for additional unpaid medical leave as a reasonable accommodation if required under the Americans with Disabilities Act (ADA) or comparable state law. A personal leave made be subject to the employee's manager's approval.

Notification Rules: A personal leave request for more than five consecutive regularly scheduled work days must be in writing on a Request for Leave of Absence form and initially approved by the employee's supervisor in advance of the leave. The form must then be forwarded to the Human Resources Department for final approval before the leave request is considered effective.

Employee's Reinstatement: Subject to changes required by business necessity, PMC will attempt to reinstate an employee who returns to work at the conclusion of personal leave to the same or an equivalent position. If an employee fails to return to work immediately after the period of the approved leave expires, the employee will be considered to have voluntarily terminated.
PMC will abide by all the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four years plus a one-year voluntary extension of active duty (five years total) if this is at the request and for the convenience of the United States government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take a military leave and must provide appropriate documentation unless giving such notice is impossible, unreasonable, or precluded by military necessity.

An employee's salary will not continue during a military leave. Employees may request to use any accrued PTO; however, you are not required to use accrued PTO during your military leave. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102 percent of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within 90 days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If service was for less than 90 days, you will be restored to the exact same job. If service was longer than 90 days, you will be restored to your same job or a similar job. There are special extensions of time for returning employees who are hospitalized for or convalescing from injuries that incurred or were aggravated by military service.

If employees were participants in PMC's 401(k) plan at the time they left for military duty, they will be permitted to make additional contributions to the plan. Employees may initiate these additional payments as of their reemployment date and continue them for the period of time permitted by law. If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered PTO. However, employees may elect to have their reserve duty period be considered as PTO to the extent they have such time available.
If an employee is called for jury duty, the employee's immediate supervisor and HR must be notified in advance. A Personnel Action Form must be completed and returned to Human Resources.

If an employee is subpoenaed to appear in court on a work-related issue or as an expert witness, the employee will be paid for time missed from work.

If an employee is subpoenaed to appear in court as a witness, on a non-work-related issue, the employee will not be paid for the time missed from work. PTO may be used and the immediate supervisor and HR must be notified of PTO usage.

Employees summoned for jury duty receive their regular wages for the first day. Thereafter, employees summoned for jury duty are granted an unpaid leave in order to serve.

Employees must provide the company with a copy of the court payment records to be compensated.

We expect you to return to your job if you are excused from jury duty during your regular working hours. You should call your supervisor to receive instructions.
All employees who work an average of 20 or more hours per week are eligible to receive up to 40 hours of paid leave to donate bone marrow.

Please provide your supervisor with written physician verification of the purpose and length of each leave.

For more information regarding this type of leave, please contact Human Resources.
Up to three days of paid bereavement leave are available to fall-time employees for the death of an immediate family member. "Immediate family" is defined as the employee's spouse, domestic partner, parent, parents-in-law, grandparents, sibling, siblings-in-law, child, or grandchild.

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Employees needing additional time off must obtain approval from their immediate supervisor. Additional time will be counted as PTO. If no PTO is available, additional time will be counted as leave without pay.

Proof may be required for the bereavement pay to be approved.
Employees with dependent children may take up to 16 hours of leave without pay during a 12-month period to attend their child's school conferences or activities that cannot reasonably be scheduled during non-working hours.

Employees must provide reasonable notice of their need for leave and must make a reasonable effort to schedule leave so as not to unduly disrupt the operations of the company. Requests for school visitation leave will be granted or denied at the supervisor's discretion.
RULES OF CONDUCT
Patient Information: It is absolutely essential that all employees of PMC understand that our patients entrust themselves to our care with the implied assurance that all of their personal and medical information shall be held in strict confidence. Patient confidentiality is mandated by Louisiana state law and federal Medicare regulations. Additionally, PMC acknowledges the Patient's Bill of Rights published by the American Hospital Association with respect to patient confidentiality.

Any communication of patient information, whether verbal, written, electronic, or in any other form, whether inside or outside PMC facilities or hospital sites, without the express permission of the patient shall be considered unethical and a breach of patient-physician confidentiality. This includes communication with other physician offices, insurance companies, attorneys, and even immediate family members of the patient.

Any violation of a patient's right to confidentiality shall be grounds for immediate dismissal.

Employee Compensation Information: Information related to employee wages, bonuses and compensation of any kind is confidential and is not to be discussed with anyone other than your supervisor or other management official.

Employee Personnel Files. PMC is required to keep accurate, up-to-date employment records on all employees to ensure compliance with state and federal regulations, to keep benefits information up to date, and to make certain that important mailings reach all employees. All information contained in personnel files is the property of PMC and is considered a confidential business record of PMC.

Business Information: Many of the processes and procedures utilized by PMC are proprietary information belonging to the company. Therefore, any information acquired by virtue of your job position with the company should not be released or discussed with persons outside of the company.

Recordings/Photographs: Employees may not secretly tape record any conversation occurring within the workplace. Likewise, employees may not secretly make photographs, whether by digital camera, camera phone, video-camera, or any other means of electronically reproducing the likeness of any person, any part of the premises, any document, or any other tangible object located on
the premises of PMC or any of its hospital facilities. Violation of this policy will be grounds for immediate termination and may subject the offender to criminal sanctions.
In order to provide the best care for our patients it is critical that we maintain accurate and current patient records. Patient records should be returned to the appropriate filing cabinet following documentation. Patient records may not be removed from the premises for any reason.

Patient records should be handled with care and not disfigured in any way. Falsification of patient records is strictly prohibited.

Occasionally, patients or other physicians will request copies of patient records. Under no circumstances will requests for patient records be fulfilled unless prior written authorization from the patient is received. Employees working at hospitals must follow HIPPA and hospital guidelines. Employees that have access to patient files or medical records may only access files on an as needed basis. If an Employee accesses an unauthorized patients’ records, they will be subject to further disciplinary action up to and including termination.
EMPLOYEE HANDBOOK
Section 5: Rules of Conduct
Policy: Office Equipment/
Personal Use Restrictions
Policy No : 5.3
Revised: April 15, 2014

Telephone/Fax: The office telephone is to be used, first and foremost, for business communications. PMC asks that employees limit their personal calls to those that are absolutely essential. In the event that a personal call must be made, you must keep the duration to a minimum. Under no circumstances should a personal call be made or received in a patient care area. Personal long-distance calls must be billed to an employee's home telephone. Abuse of this policy will subject the employee to disciplinary action.

Use of the fax machine is likewise intended solely for business purposes. Employees are expected to handle facsimile transmissions with due regard for patient confidentiality.

Voice Mail: We recognize your need to be able to communicate efficiently with fellow employees and patients. Therefore, we have a voice mail system to facilitate the transmittal of business-related information within the company and with our patients.

The voice mail system is intended for business use only. The use of the company's voice mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited. Employees are also prohibited from the transmission of sexually-explicit messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

All voice mail passwords must be made available to the company at all times. Please notify your supervisor if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the private company voice mail system and the voice mail of any employee without advance notice and consistent with applicable state and federal laws.

Personal Cellular Phone Use: Use of personal cell phones within the office is discouraged. There may be occasions when the transmission of cellular calls interferes with the safe and effective operation of medical equipment. Moreover, the receipt of personal calls while on duty is strongly disfavored. Any personal calls, whether made or received, should be limited to those that are absolutely essential, and kept to a minimal duration. Management will institute disciplinary action against any employee who abuses personal cell phone usage.
Computer/E-mail/Internet: Computers, computer files, the e-mail system, and software furnished to employees are the property of PMC and are intended solely for business use. No personal use or browsing of the Internet is permitted. Employees are not permitted to import software or files via the Internet or other electronic portals without express written permission of the Administrator.

Employees should not use a password, access a file, or retrieve any stored communication without authorization. All e-mail passwords must be made available to the company at all times. Please notify your supervisor if you need to change your password. To ensure compliance with this policy, computer and e-mail usage may be monitored. **PMC's policy on confidentiality of patient and business information applies to the use of this equipment.**

PMC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the company prohibits the use of computers, specifically the Internet and the e-mail system, in ways that may be disruptive, offensive to others, or harmful to morale. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. No computer is to be used for games, pornography or any personal use whatsoever. Any breach of this policy may result in immediate dismissal and possible criminal prosecution.

PMC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the company does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. PMC prohibits the illegal duplication of software and its related documentation.

*In no circumstances is software to be brought into the office and loaded onto any computer without prior knowledge and approval of the Administrator.*

Supplies: PMC supports environmental awareness by encouraging recycling and waste management wherever possible in its business practices and operating procedures. Employees are encouraged to use office supplies conservatively.

Orderliness: Each employee is expected to maintain a clean and orderly work area. Desks should be kept clear of unnecessary files and paper, and should be clean and neat each day before the close of business. Employees are reminded that PMC's policy on patient confidentiality extends to your desk top, where confidential information could be viewed by others.

Care of Equipment: You are expected to demonstrate proper care when using PMC's property and equipment. Equipment and machines which are assigned to you must be kept clean and in good working condition. Problems should be reported to your supervisor. No property may be removed from the premises without the proper authorization.
Attendance and punctuality are important factors for your success within our company. We work as a team and this requires that each person be in the right place at the right time. This means being in the facility/office, ready to work, at your starting time each day. Unscheduled absences and tardiness place a burden on other employees and on the company and will not be tolerated.

If you are unable to report for work for any reason, notify your supervisor as soon as possible, prior to the start of your workday, to allow for replacement coverage in your absence. You are responsible for speaking directly to your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voicemail except in extreme emergencies. In such event, you must make a follow-up phone call to speak directly to your supervisor.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-work hours if possible.

If you are absent for three days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

The following guidelines will be utilized in identifying problems with absenteeism and tardiness and may result in disciplinary action.

1. Absence: Defined as failure to report to work as scheduled on three (3) or more occasions within a rolling 30 day period.

2. Tardiness: Defined as late reports to work, late returns from breaks/lunches, leaves during the day, and early leaves at the end of the day on three (3) or more occasions within a rolling 30 day period.

3. Chronic Absenteeism: Defined as habitually calling off on a specific day, or when a pattern of absence or tardiness has been established over a 90 day period.

Employees whose attendance record is deemed excessive per the above guidelines will receive a written disciplinary warning that failure to improve will result in further disciplinary action up to and including termination.

Attendance records will be considered when preparing an employee's performance evaluation, considering a merit increase, or for promotional opportunities.
Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the company. We do not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge:

- violation of PMC policies or safety rules
- insubordination (i.e., refusal to carry out reasonable instructions)
- unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in corporate activities or in corporate vehicles
- unauthorized possession, use or sale of weapons, firearms or explosives on work premises
- theft or dishonesty
- physical harassment or sexual harassment
- discourtesy, disrespect, or inappropriate conduct toward fellow employees, patients, visitors or hospital staff
- performing outside work or use of corporate property, equipment or facilities in connection with outside work while on corporate time
- poor attendance or poor performance

These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

**NOTHING IN THIS POLICY IS DESIGNED TO MODIFY OUR EMPLOYMENT-AT-WILL POLICY.**
Employees are to confine the use of tobacco products, including but not limited to cigarettes, cigars, pipes, and smokeless tobacco, to designated smoking areas only. Appropriate signage will be placed in these designated areas advising employees and visitors that tobacco usage is permitted only in these areas. This policy relates to all work areas at all times, including before and after normal working hours. Any employee violating this policy will be subject to disciplinary action.
In order to avoid unnecessary annoyances and interruptions from your work, solicitation by an employee of another employee is prohibited while either person is on working time.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

Employees who are off-duty should not be on the premises of PMC or any of its facilities without the express authorization of the Medical Director.
EMLOYEE HANDBOOK  
Section 5: Rules of Conduct  
Policy: Conflict of Interest/Code of  
Ethics Policy No : 5.8  
Revised: April 15, 2014

Employees of PMC are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. PMC requires that employees' business transactions are ethical and within the law, both in letter and in spirit.

PMC recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of PMC as "standard practice," is by no means sufficient reason to assume that such practice is acceptable at our organization. When in doubt, employees should consult Human Resources.

Conflicts of interest or unethical behavior may take many forms, including, but not limited to, the acceptance of gifts or remuneration from competitors, vendors, potential vendors, or patients. Gifts may only be accepted if they have a nominal retail value and only on appropriate occasions (for example, a holiday gift). Employees must not accept any form of remuneration or non-business related entertainment.

Employees may engage in outside business activities provided that such activities do not adversely affect the organization or the employee's job performance. Employees are forbidden from working for a competitor, vendor or patient. Employees are further prohibited from engaging in financial participation, outside employment or any other business undertaking that is competitive with, or prejudicial to, the best interests of PMC. Employees may not use proprietary and/or confidential information for personal gain or to the organization's detriment, nor may they use assets or labor for personal use. Employees may not sell to third parties any information, products or materials acquired from PMC.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor, or patient, the employee must disclose this fact in writing to Human Resources. The organization will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, PMC may be forced to ask the employee to tender his/her resignation. PMC has sole discretion to determine whether such a conflict of interest exists.

Employees are encouraged to seek assistance from their supervisors or from Human Resources with any legal or ethical concerns.
PMC realizes that its employees may have the need to obtain additional employment at times for financial reasons. Nevertheless, PMC shall be considered the employee's primary employer and the company expects notification whenever an employee is contemplating, or has accepted, outside employment.

Employees with a signed employment agreement are prohibited from having outside employment unless prior authorization is obtained from the Medical Director and the facility to which the employee is assigned. Authorization must be submitted in writing to Human Resources prior to the employee's beginning the secondary employment.

Employees who do not have an employment agreement with PMC may hold outside jobs as long as this additional job does not interfere with performance or responsibilities. Employees must work the schedule assigned by PMC unless prior arrangements are made with the Medical Director/Chief CRNA in advance.

Outside employment shall not be considered a legitimate explanation or excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime. Should outside employment cause or contribute to any of these conditions, the outside employment must be discontinued or the employee will be asked to resign from PMC.
Emergencies such as severe weather, fires or power failures will disrupt company operations. The decision on staffing during such events will be made by the Chief Operating Officer and by the Medical Director on a case-by-case basis.

Corporate office employees will receive official notification from their immediate supervisors when the decision is made to close the office. Depending upon the circumstances, time off from scheduled work due to emergency closings may be paid to all employees at the discretion of management. Employees are permitted to use PTO if available.

All staff members working in a clinical setting have an obligation to provide care as needed to patients under any and all circumstances. Each clinical site will have an individual, site-specific disaster plan which will cover all emergency situations at that site. All PMC members and employees should be familiar with the disaster plan at their assigned facility, including their specific duties and responsibilities under the plan.
Our patients' satisfaction represents the most important and challenging aspect of business. Whether or not your job responsibilities place you in direct patient contact, you represent PMC in your appearance as well as your actions. The properly attired individual helps to create a favorable image for the company. While this policy reflects PMC's expectations, hospital and site specific policies overrule any contrary policies.

**Appearance/Grooming:** PMC expects each employee to project a professional image to our patients. Hairstyles, clothing and jewelry should conform to the best business and professional standards. All clothing must be clean, neat and fit properly. Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, tee shirts with offensive wording on them, sheer clothing, or clothing that shows undergarments. Shoes should be of a neutral color and should not present any safety hazards (e.g., no flip-flops). Face make-up should be applied conservatively. Rings through the nose, eyebrow, tongue, or other body parts visible to the public may not be worn while working. All tattoos/body art must be small in size or covered at all times and may not be offensive in nature.

**Hygiene:** Cleanliness is extremely important in any medical practice. Without special effort, the employees in a medical office might actually contribute to the spread of disease. Good hygiene habits will not only reduce the possibility of diseases being transmitted from one patient to another, but they will reduce the possibility of office personnel contracting illnesses from the patients. Employees should keep their nails trimmed and should wash their hands frequently during the day; always after using the rest room and before and after touching a patient. Due to the chemical sensitivities and/or allergies of some of our patients, the use of cologne is discouraged.

**Uniforms:** Clinical employees must wear hospital provided scrubs. Scrubs are the property of each site and must not be removed from the facilities.
In the course of public relations or other similar conduct for business purposes, PMC may utilize media resources. PMC may use your photograph, picture, and/or voice transcription for public relations at any time without compensation. If PMC wishes to use your photograph, picture, and/or voice transcription, you will be notified and may be asked to sign a consent form allowing such use in company or other publications.

As a means of protecting yourself and PMC, no unauthorized interviews are permitted to be conducted with individuals representing themselves as attorneys, peace officers, investigators, reporters, or someone who wants to "ask a few questions." If you are asked questions about PMC or its current or former employees, you are to refer that individual(s) to the Administrator. A decision will then be made as to whether that individual may conduct any interview. If so, they will be introduced to you by the Administrator with a reason for the questioning. Similarly, if you are aware that an unauthorized interview is occurring at PMC, immediately notify your supervisor or the Administrator. No employee is authorized to make statements or to speak on behalf of PMC without approval of the Administrator or the CEO.
PMC seeks to avoid potential misunderstandings, conflicts of interest, complaints of favoritism, claims of sexual harassment, and problems with employee morale or dissension. Personal relationships within the working environment may cause disruption by creating a conflict of interest, a negative or unprofessional work environment, or by presenting concerns regarding supervision, safety, security, or morale. Therefore, managers, supervisors, and employees are prohibited from engaging in any romantic behavior with one another while on duty and/or on PMC or clinical facility property.

Relatives may jointly work for PMC but only if they are not in a position where one is supervising the other either directly or indirectly.

An employee romantically involved with a fellow employee is encouraged to fully disclose the relevant circumstances to the Medical Director or CEO so that a determination can be made as to whether the relationship violates this policy. Any relationship between a supervisor and a subordinate is a violation of policy. If a violation is found, PMC may take whatever action appears appropriate according to the circumstances, up to and including transfer or discharge.
Safety can only be achieved through teamwork at our company. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.

1. The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the company's property is forbidden.

2. Use, adjust and repair machines and equipment only if you are trained and qualified.

3. Get help when lifting or pushing heavy objects.

4. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess, ask your supervisor.

5. Know the locations, contents and use of first aid and firefighting equipment.

6. Wear personal protective equipment in accordance with the job you are performing.

7. Comply with OSHA standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.
To ensure safety of our employees, the following guidelines should be followed with respect to building security:

- clinical employees should wear ID badges at all times while on duty
- all employees who are issued keys are responsible for their safekeeping
- employees who have parking cards, door access cards, etc. should keep these items safe
- employees should not share passwords or any other work-related codes with others
- clinical employees who are not scheduled to work are not allowed in patient areas
- upon termination from employment, all keys, parking cards, access cards, etc. must be returned to the appropriate person at the clinical site
To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, our company has instituted a Bloodborne pathogens exposure control program.

Briefly, our program includes an employee exposure determination, information and training about Bloodborne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written infection control plan, which is available to you in accordance with the plan.

Further information about our Bloodborne pathogens exposure control program will be provided to affected employees and may be obtained from your supervisor.
As required by OSHA regulations and for your protection, our company provides the Hepatitis B Vaccine to employees with direct patient contact. This vaccine will be made available to you after you have been informed of the vaccine’s effects, safety considerations, method of administration, the benefits of being vaccinated, and the no-cost provision.

Employees will be eligible for the vaccine within ten working days of their first day of work. Under certain circumstances as provided by OSHA standards, the vaccine may not be made available.

If you choose not to be vaccinated, you must sign a Hepatitis B Vaccination Declination form. The vaccine will be made available to those employees who initially decline, but later decide to accept the vaccine.
To protect the property and to ensure the safety of all employees, patients and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any employee's office, desk, files, lockers, equipment, or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.
EMPLOYEE HANDBOOK  
Section 6: Safety in the Workplace  
Policy: Workplace Violence  
Policy No : 6.6  
Revised: April 15, 2014

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage of company property in the event someone, for whatever reason, may be unhappy with a company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the company’s investigation, may result in disciplinary action, up to and including immediate discharge.
EMPLOYEE HANDBOOK
Section 6: Safety in the Workplace
Policy: Concealed Weapons
Policy No: 6.7
Revised: April 15, 2014

For purposes of this policy, PMC "premises" or "property" includes any clinical site to which an employee is assigned as well as the corporate office or any other property controlled by PMC or to which employees is assigned to work.

A person who lawfully possesses a firearm under Louisiana law is not prohibited from transporting or storing such firearm in his/her locked privately-owned motor vehicle. It is the policy of PMC, however, that any such firearms stored in locked, privately-owned motor vehicles on property controlled by PMC must be contained within a locked case or container within the vehicle and is to remain in such locked case or container for the entire time that the motor vehicle is physically located on PMC property.

Tinder no circumstances should a firearm be removed from the vehicle while on PMC premises. PMC prohibits anyone from possessing or carrying weapons of any kind on company property, in company vehicles, or while on company time. This includes, but is not limited to:

- Any form of weapon or explosive;
- All firearms; and
- All illegal knives or knives with blades that are more than six inches in length.

If an employee is unsure whether an item is covered by this policy, please contact Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Police officers, security guards, and other individuals who have been given consent by the organization to carry a weapon on the property will be allowed to do so.

It is PMC's policy that any employee who brings a firearm or other dangerous weapon onto PMC premises will be terminated immediately and law enforcement personnel will be summoned.
The company has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the patients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger for everyone. Accordingly, PMC has put in place a comprehensive Drug and Alcohol Policy which is maintained in the Human Resources Department and by your supervisor and is available for employee review at any time. All employees are required to read and agree to abide by this policy as a condition of employment. Any violation of this policy may result in disciplinary action, up to and including discharge.

PMC reserves the right to take any and all appropriate and lawful actions necessary to enforce its substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the company has reasonable suspicion to believe that the employee has violated this substance abuse policy.

To ensure compliance with this policy, PMC reserves the right, as a condition of employment or continuing employment, to request its employees, or any one of them, to submit to drug testing at any time in accordance with the protocols set forth in PMC’s Drug and Alcohol Policy and Procedures, which is maintained by Human Resources. Refusal to submit to a drug test is considered grounds for immediate termination of employment.

This policy represents management guidelines only and should not be interpreted as a contract of employment.
On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. Employees are obligated to notify management to any condition which could lead or contribute to an employee accident. Additionally, the company will attempt to provide a reasonable accommodation which is medically necessary, feasible and does not impose an undue hardship on the company.

Employees who are injured while in violation of the Drug/Alcohol Free Workplace policy maybe disqualified from these benefits.
RECEIPT OF EMPLOYEE HANDBOOK
AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have received a copy of the Parish Management Consultants Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that my employment with PMC is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement - express or implied - providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the governing board of the company. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company with or without cause or notice at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand that the foregoing agreement concerning my at-will employment status and the company’s right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and PMC concerning the duration of my employment, the circumstances under which my employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment -with the company.

If I have questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of my supervisor.

NAME __________________________________________

DATE __________________________________________

SIGNATURE ____________________________________
RECEIPT OF CHANGES OR ADDITIONS TO EMPLOYEE HANDBOOK

I have this day received a copy of the updated policy for my Employee Handbook. I understand that I am responsible for reading the updated policy and then placing it in my Employee Handbook. The updated and/or new policy is:

This policy supersedes and replaces the former policy contained in the Employee Handbook.

I understand that neither the updated or new policy in this manual nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that this policy is for informational purposes only. I also understand that the updated and/or new policy does not affect my employment-at-will status, which permits the company or the employee to terminate the employment relationship at any time, for any reason with or without notice.

If I have questions regarding this policy, or the content or interpretation of any policy in this Employee Handbook, I will bring them to the attention of my supervisor.

NAME __________________________
DATE: _________________________
EMPLOYEE SIGNATURE______________________